

GREENSBURG SALEM SCHOOL DISTRICT

**Board Discussion Meeting  
May 18, 2016  
PUBLIC SESSION AGENDA**

1. Discussion regarding District cash flow and 2015-2016 State budget allocations

**FINANCE**

1. Request approval to adopt the preliminary general fund budget for fiscal year July 1, 2016 through June 30, 2017 with total expenditures of \$43,623,624.00 and total revenue of \$43,050,988.00 as submitted on PDE-2028
2. Request approval of the Highmark Blue Cross/Blue Shield PPO Plan A, PPO Plan E, PPO Plan G and dental rates for the 2016-2017 school year
3. Request approval of the vision, disability and life insurance rates for the 2016-2017 school year
4. Request approval of the District's workman's compensation coverage through \_\_\_\_\_ for the 2016-2017 school year at a cost of \$ \_\_\_\_\_
5. Request approval of the School Leaders' Legal Liability Insurance Program, District's identity theft protection, property-casualty protection, commercial automobile policies from \_\_\_\_\_, effective July 1, 2016 through June 30, 2017 at a cost of \$ \_\_\_\_\_
6. Request approval to appoint Dinsmore & Stohl, LLP to assist in the examination (audit) of General Obligation Bonds, Series of 2010 for compliance with federal tax requirements
7. Request approval for the proper officers of the District to advertise the sale and/or disposal of a trailer at James H. Metzgar Elementary School

8. Request approval for the proper officers of the District to dispose of any equipment/supplies no longer useful to the District
9. Request approval to continue the District's membership in the University of Pittsburgh's Tri-State Area School Study Council at a cost to the District of \$800.00
10. Request approval of the Central Westmoreland Career and Technology Center 2016-2017 proposed budget in the amount of \$9,080,123.00. Greensburg Salem School District's contribution will be approximately \$584,138.82
11. Request approval to appoint First National Bank as the District's depository for the 2016-2017 school year
12. Request approval to appoint Mr. Paul Puleo, First National Bank as treasurer for the 2016-2017 school year
13. Request approval of the Greensburg Salem Bowling Boosters request for financial assistance to help with the costs of sending qualified bowlers to both state and regional competition in the amount of \$1,035.00
14. Request approval to permit a Greensburg Salem eleventh grade student to enroll in the Derry Area School District Agriculture Program for the 2016-2017 school year with tuition costs to be paid by the District and transportation costs to be paid by the District or the parent

## **CONTRACTS/CONTRACTED SERVICES**

1. Request approval to enter into an Agreement with Central Susquehanna Intermediate Unit (CSIU) to provide the District's administrative data software application for the 2016-2017 school year at an approximate cost to the District of \$46,483.00
2. Request approval to enter into a Student Services Agreement with the Westmoreland Intermediate Unit to provide student services as follows: Special Education Services – Crossroads Program, ITES Program, 1 FTE Sixth Grade Learning Support Teacher, 3 FTE Speech Therapists, Personal Care Assistants through Mission 1,

and Southmoreland DHOH pending IEP meeting; Itinerant/Related Services – Itinerant services provided for students participating in Clairview programming, Teacher of Hearing Impaired/Audiologist, Vision Services, OT/PT through Mission 1; Additional Contracted Services – 1 day/week Special Education Supervision, Counseling Services on an hourly basis, Psychiatric Services; Work Discovery Programming, ESL Teacher, Annual Notice Posting and Nurse for Camp Soles

3. Request approval to enter into an Agreement with the Westmoreland Intermediate to provide document imaging and management services for the period of July 1, 2016 through June 30, 2019
4. Request approval to enter into a Memorandum of Agreement with Chestnut Ridge Counseling Services, Inc. for the establishment of an in-school based behavioral health treatment program for students of the School District on an as needed basis
5. Request approval to enter into a Services Agreement with Western Psychiatric Institute and Clinic's Acute Adolescent Partial Hospitalization programs, Licensed Inpatient School, and the Center for Overcoming Problem Eating Partial Hospitalization Program, on an as needed basis, at a cost of \$75.00 per day, per student
6. Request approval to enter into an Agreement between Center for Hearing & Deaf Services and Greensburg Salem School District to provide sign language interpreting services effective July 1, 2016 through June 30, 2017

## **BOARD POLICIES**

1. Request approval of the following Board Policies: Section 200 – Board Policies 213 and 215; Section 300 – Board Policies 328, 328.1, 329, 329.1, 329.2, 331, 338 and 339; Section 600 – Board Policy 626; and Section 800 – Board Policies 808, 815, 827 and 828 of the Board Policy Manual

1-100

## **STUDENT MATTERS**

1. Request approval of the previously approved motion for students, Paige Oswald and Claire Simpson, accompanied by judge/chaperone, Mary Logan to attend the National Speech and Debate Competition on June 12-17, 2016 in Salt Lake City UT (corrected location) at an approximate cost of \$3,145.00 with \$1,500.00 paid by the TLC Foundation
2. Request approval of the list of seniors who will be awarded diplomas on June 1, 2016, provided they satisfy any remaining requirements and/or obligations
3. Request approval for the proper officers of the District to apply to the Pennsylvania Department of Education for ESEA Title I and Title IIA funds
4. Request approval for the proper officers of the District to apply for 2016-2017 MTSS-RTI Prevention of Early Reading Failure Cohort sponsored by PaTTAN. Selected schools receive a \$10,000.00 stipend to cover training costs

## **CONFERENCE/WORKSHOPS**

1. Request approval for Alison Cox to attend the Alternate Eligible Content – Writing on May 20-21, 2016 at PaTTAN, Harrisburg PA with the cost of attending paid by PaTTAN

## **ATHLETIC MATTERS**

1. Request approval of the resignation of Dr. Todd Winslow as the District's team physician
2. Request approval of the appointment of Dr. Ryan Floyd as the District's team physician
3. Request approval to purchase a scoreboard for the baseball team to be placed in left field

4. Request approval for the proper officers of the District to advertise for fall/winter sports bids for the 2016-2017 school year
5. Athletic report

#### **FACILITIES USAGE**

1. Request retroactive approval for the Greensburg YMCA to use Offutt Field for soccer games from 12:00-3:00 P.M. on the following Sunday afternoons: April 10, 24, 2016, May 15, 2016 and June 5, 2016
2. Request retroactive approval for the Greensburg Middle School soccer program to use Offutt Field and restrooms for a Soccer Clinic for 6<sup>th</sup> and 7<sup>th</sup> grade girls interested in playing soccer in fall 2016 from 5:30-7:00 P.M. on Friday, May 13, 2016
3. Request approval for the New Alexandria Lions Club, Inc. to use the James H. Metzgar Elementary School grounds for parking for Demolition Derby from 5:30 P.M.-12:30 A.M. on Friday evenings, May 20, 2016, June 3, 2016, June 17, 2016, July 1, 2016, July 15, 2016, July 29, 2016, August 12, 2016 and August 26, 2016
4. Request approval for the Westmoreland Museum of American Art to use Room 003 of the Greensburg Salem Middle School for a community meeting to present **"Bridging the Gap"** project redesign from 3:30-5:30 P.M. on Monday, May 23, 2016
5. Request approval for the Lacrosse coaches to use Offutt Field, locker room and restrooms for a Developmental Skills Lacrosse Camp for Greensburg Salem students in grades 5-9 from 4:30-8:00 P.M. the week of June 13-17, 2016
6. Request approval for the Westmoreland County Football Officials to use Room 003 of the Greensburg Salem Middle School for meetings on the following Monday evenings: 7:30-9:00 P.M. on August 15, 2016; 7:00-8:30 P.M. on August 8, 29, 2016; September 12, 19, 26, 2016; and October 3, 17, 24, 2016

7. Request approval for the Greensburg Recreation Department to use Offutt Field for youth football/cheerleading games from 9:30 A.M.-5:30 P.M. on the following Sundays: September 18, 2016, October 2, 16, 30, 2016
8. Request approval for the Westmoreland Symphony to use the Senior High School auditorium from 7:30-10:00 P.M. on Monday, October 24, 2016 for rehearsal, and from 10:30 A.M.-1:15 P.M. on Tuesday, October 25, 2016 for the performance of the annual Young People's Concerts, providing free tickets for Greensburg Salem students in exchange for reduced rental costs

#### **GENERAL/MISCELLANEOUS**

# GREENSBURG SALEM SCHOOL DISTRICT

## BOARD POLICY MANUAL TABLE OF CONTENTS

### **200      PUPILS**

213	Assessment of Student Progress
215	Promotion and Retention

# GREENSBURG SALEM SCHOOL DISTRICT

## PUPILS

### 200 ASSESSMENT OF STUDENT PROGRESS

CODE 213

#### SECTION 1. PURPOSE

The Board of School Directors recognizes that a system of assessing student achievement can help students, teachers, and parents/guardians to understand and evaluate a student's progress toward educational goals and academic standards.

#### SECTION 2. DEFINITION

**Assessment** shall be the system of measuring and recording student progress and achievement that enables the student, parents/guardians and teachers to determine a student's attainment of established academic standards and to:

1. Learn the student's strengths and weaknesses.
2. Plan an educational and vocational future for the student in areas of the greatest potential for success.
3. Know where remedial work is required.

#### SECTION 3. AUTHORITY

The Board of School Directors directs that the District's instructional program shall include a system of assessing all students' academic progress. The system shall include how achievement of academic standards will be measured and how this information will be used to assist students having difficulty meeting required standards as well as how to enrich those who achieve beyond the standard.

Students with disabilities shall be included in the District's assessment system, with appropriate accommodation when necessary.

The District's assessment system shall include a variety of assessment strategies which may include:



1. Written products such as tests, checks for understanding, writing prompts, lab summaries, reports, letters.
2. Performance tasks which may include projects, demonstrations, works of art, music, theatre, physical fitness tasks, oral presentations.
3. Problem solving exercises such as math problems, scientific inquiry, research.
4. Diagnostic assessments.
5. Portfolios of student work.
6. Self-reflection of students.
7. Standardized tests and state assessments.

#### **SECTION 4. DELEGATION OF RESPONSIBILITY**

The Superintendent or designee shall develop and implement procedures to assess student progress, in accordance with District goals and regulations of the State Board of Education.

#### **SECTION 5. GUIDELINES**

##### **Academic/Conduct Evaluation**

The following grading system has been adopted as indicated:

##### **Elementary Qualifiers**

**ME – Meeting Expectations** – student demonstrates grade level skill without significant errors.

**EE – Exceeding Expectations** – student demonstrates understanding beyond grade level skills.

**AE – Approaching Expectations** – student is beginning to demonstrate grade level skill. Work may contain repeated errors and/or required teacher assistance.

## **Secondary Grades**

Secondary staff will use the following letter grades:

**A** (4 points), **B** (3 points), **C** (2 points), **D** (1 point), **F** (0 points), **I** (incomplete).

Final grades are obtained by combining the grades from each nine (9) week grading period and the final exam grade (when applicable). The numerical equivalent of the letter grade will be used and the final exam will be weighted as one-half (1/2) of the nine-week grade.

**\*Note:** The "I" grade is used when a student's work is incomplete because of some valid reason. The work must be completed within a two week period. For extended or recurring illness, the case will be treated individually by the teacher. It is up to the student to arrange with the teacher for makeup work. In those courses where a final exam is part of the course requirement, failure to take the final exam (unless excused by the teacher) may result in failure of the course.

A report card is issued to teacher student and their parents/guardians at the end of every nine (9) week period.

**Board Policy 213 incorporates, thereby replaces/eliminates old Board Policy 400.24 Course Failure for Grades 9-12**

### **References:**

School Code – 24 P.S. Sections 1531, 1532

State Board of Education Regulations – 22 Pennsylvania Code Sections 4.11, 4.24, 4.51, 4.52

Board Policy – 102, 127, 212, 216, 217

**Policy Adopted:**

# GREENSBURG SALEM SCHOOL DISTRICT

## PUPILS

### 200 PROMOTION AND RETENTION

CODE 215

#### SECTION 1. PURPOSE

The Board of School Directors recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The District will establish and maintain high standards for each grade and monitor student achievement in a continuous and systematic manner.

#### SECTION 2. AUTHORITY

The Board of School Directors establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's development, the system of grade levels, and attainment of the academic standards established for each grade.

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgement of the teachers and the results of assessments.

#### SECTION 3. DELEGATION OF RESPONSIBILITY

Every effort will be made to remediate the student's difficulties before the student is retained.

The recommendation of the classroom teacher(s) and building principal shall be required for promotion or retention of a student.

The Superintendent shall be assigned the final responsibility for determining the promotion or retention of each student.

#### SECTION 4. GUIDELINES

In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. Parents/Guardians and students shall be informed of the possibility of retention of a student in advance.

## 215

The District shall utilize a variety of assessment strategies in connection with promotion and retention decisions.

Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board of School Directors for graduation.

### References:

School Code – 24 P.S. Sections 1531, 1532

State Board of Education Regulations – 22 Pennsylvania Code Sections 4.12, 4.13, 4.42

Board Policy – 000, 100, 212, 213, 217

**Policy Adopted:**

# GREENSBURG SALEM SCHOOL DISTRICT

## BOARD POLICY MANUAL TABLE OF CONTENTS

### **300      EMPLOYEES**

328	Compensation Plan – Administrative Employees
328.1	Board Policy for the Administrative Compensation Plan
329	Compensation Plan – Support Staff and Classified Employees
329.1	Board Policy for the Support Service Compensation Plan
329.2	Board Policy for the Administrative Assistants, Classroom Instructional Assistants and Nurse Assistants
330	Salary Determination – Professional Employees
331	Reimbursement for Job-Related Expenses, Travel, Meals and Lodging
336	Unpaid Child Rearing Leave
339	Unpaid Leaves

# GREENSBURG SALEM SCHOOL DISTRICT

## EMPLOYEES

### 300 COMPENSATION PLAN - ADMINISTRATIVE EMPLOYEES

CODE 328

#### SECTION 1. PURPOSE

The Board of School Directors believes that a thorough and effective school system is vital in providing the best educational program for the District students and the taxpaying citizens who support public schools.

The Board of School Directors recognizes that a thorough and effective school system can only exist if the day-to-day management of the schools is entrusted to dedicated and competent administrators. Effective management relies on the abilities of administrators to perform the responsibilities of the positions for which they were hired. Effective leadership also relies on the abilities of administrators to move the District forward in the continuous improvement of its educational program.

#### SECTION 2. AUTHORITY

It is, therefore, incumbent on the Board of School Directors to pursue a plan of administrator compensation which will provide fair and adequate financial incentive for all administrative personnel. To accomplish this commitment, the Board of School Directors shall approve compensation plans and/or individual contracts for administrative employees.

The administrative compensation plan shall be determined through a good faith, meet and discuss procedure.

#### SECTION 3. DEFINITION

For the purposes of this policy, **administrative employees** shall be defined as any District employee below the rank of Superintendent, including the rank of first level supervisor, who by virtue of assigned duties is not in a bargaining unit of public employees. This definition shall also not apply to anyone who has the duties and responsibilities of Business Manager.

All principals shall be included under the administrative compensation plan.

328

#### **SECTION 4. DELEGATION OF RESPONSIBILITY**

Implementation of individual responsibilities shall be the responsibility of the Superintendent or his/her designee.

---

#### **SECTION 5. GUIDELINES**

The Board policy will include:

- Position
- Salary Determination
- Graduate Credit Reimbursement
- Leaves of Absence
- Fringe Benefits
- Vacancies, Promotions, Transfers
- Evaluations

References:

School Code – 24 P.S. Sections 1075, 1077, 1089, 1150, 1151, 1164

**Policy Adopted:**

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 COMPENSATION PLAN -  
ADMINISTRATIVE EMPLOYEES

CODE 328.1

---

**GREENSBURG SALEM  
SCHOOL DISTRICT**

*BOARD POLICY*

*for the*

**ADMINISTRATIVE  
COMPENSATION PLAN**

**July 1, 2015 - June 30, 2017**



I. Duration .....	1
II. Nondiscrimination .....	1
III. Positions Included and Annual Salaries	
A. Positions .....	2
B. Salaries for New Administrators .....	3
IV. Salary Determination .....	3
V. Graduate Credit Reimbursement .....	3
VI. Leaves of Absence	
A. Bereavement Leave .....	4
B. Legal Duty Leave .....	4
C. Maternity Leave .....	4
D. Personal Leave .....	4
E. Sabbatical Leave .....	5
F. Sick Leave .....	5
G. Unpaid Leaves of Absence .....	6
VII. Mileage Reimbursement .....	6
VIII. Fringe Benefits	
A. Medical/Hospitalization/Prescription Coverage .....	6
B. Dental Coverage .....	6
C. Life Insurance .....	7
D. Vision Coverage .....	7
E. Vacation .....	7
F. Holidays .....	7
G. Liability Coverage .....	8
H. Disability Income Protection .....	8
I. Extended Illness .....	8
J. Association Memberships .....	8
IX. Retirement Policy .....	9
X. Personnel File .....	9
XI. Vacancies Promotions and Transfers .....	10
XII. Yearly Evaluations .....	10
XIII. Chain of Command .....	10

---

## ADMINISTRATIVE COMPENSATION PLAN

July 1, 2015 - June 30, 2017

---

---

### Article I DURATION

- A. This Policy is effective July 1, 2015, and shall continue until June 30, 2017.

### Article II NONDISCRIMINATION

- A. The Greensburg Salem School District is an equal opportunity and access educational system and employer. The District will not discriminate in educational programs, opportunities, and activities, or in opportunities for all categories of employment in this District based upon race, color, religion, national origin, gender, sexual orientation, age, ancestry, disability or handicap. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. This policy of nondiscrimination extends to all other legally protected classes as well. Publication of this policy is in accordance with state and federal laws including the *Civil Rights Act of 1964*, as amended; the *Age Discrimination Act of 1967*, as amended; *Title IV*, *Title VI*, *Title VII*, and *Title IX* of the *Educational Amendments of 1972*; and *Sections 503 and 504 of the Rehabilitation Act of 1973*.

The Greensburg Salem School District intends to comply fully with all applicable laws pertaining to all educational courses, programs and activities offered by the District and in the employment of all District personnel.

The District encourages employees or third parties who believe they have been subject to discrimination to promptly report such incidents to the Superintendent/Human Resources Office and to the District's Compliance Officer. Inquiries concerning the application of these laws should be directed to Superintendent/Office of Human Resources Office or the Section 504 Coordinator for the District. They may be reached at the District Administrative Offices located at 1 Academy Hill Place, Greensburg, Pennsylvania, 15601, or by phone at 724.832.2901.

**Article III  
POSITIONS INCLUDED AND ANNUAL SALARIES**

**A. Positions**

Positions included under this policy are 260 day positions except where noted.

Positions included under this policy and their respective annual salaries are as follows :

**ANNUAL SALARY**

<u>POSITION</u>	<u>2015-16</u>	<u>2016-17</u>
Coordinator of Student Services	\$126,372	\$126,372
Coordinator of Elementary Education, Federal Programs & Instruction	\$110,174	\$110,174
Coordinator of Secondary Education, and Instruction	\$110,174	\$110,174
Coordinator of Technology, Transportation and Community Relations	\$101,361	\$101,361
High School Principal	\$131,110	\$131,110
High School Associate Principal	\$121,222	\$121,222
Middle School Principal	\$98,000	\$98,000
Middle School Associate Principal	\$92,000	\$92,000
Elementary School Principal – Metzgar	\$121,222	\$121,222
Elementary School Principal – Nicely	\$121,222	\$121,222
Elementary School Principal – Hutchinson	\$121,222	\$121,222
Elementary School Associate Principal Hutchinson Elementary (206 Days)	\$ 82,000	\$ 82,000
School Psychologist (220 Days)	\$ 75,000	\$ 75,000

**B. Salaries for New Administrators**

Salaries for any new administrators hired from within or outside the District shall be negotiated with the Board of School Directors of Greensburg Salem School District. The Board reserves the right to adjust the base salary in this situation if warranted. Salaries for any current district administrator hired into a new position shall be the salary of the respective position.

**Article IV  
SALARY DETERMINATION**

- A.** The Board of School Directors may grant salary adjustments for the period covered by this plan.

If salary adjustments are granted, they shall be determined by the following criteria:

1. An across the board adjustment for each administrator; or,
2. A new salary level will be established upon entry into a different position. The established salaries shall not be considered to be binding when determining the salary of a newly hired administrator.

**Article V  
GRADUATE CREDIT REIMBURSEMENT**

- A.** The Board shall pay fifty percent (50%) cost of tuition for year 2015-16 and 2016-17. The minimum reimbursement per credit shall be \$225. Approval from the Superintendent is necessary before expenses are incurred. The reimbursement is a one (1) time payment and is not to be added to the salary. This benefit shall also be extended to those administrators who take a sabbatical leave for educational purposes.
- B.** Individuals must receive a grade of "C" or better in order to receive payment. "P" and "S" courses must receive prior approval from the Superintendent.

Effective with credits completed and reimbursed after July 1, 2007, administrators who resign from the District and have received reimbursement for graduate credits will be required to reimburse the District for the credit reimbursement as follows:

- Seventy-five percent (75%) of the tuition reimbursement if they resign within one (1) year of completing the credits;
- Fifty percent (50%) of the tuition reimbursement if they resign within two (2) years of completing the credits;
- Twenty-five percent (25%) of the tuition reimbursement if they resign within three (3) years of completing the credits.

**Article VI  
LEAVES OF ABSENCE**

**A. Bereavement Leave**

1. In the event of the death of an employee's spouse, child, step-child, parent, step-parent, parent-in-law, step-parent-in-law, brother, sister, step-brother, step-sister, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandson, granddaughter, or near relative who resides in the same household, or any person with whom the employee has made his home there shall be no deduction in salary for an absence not in excess of five (5) work days within a seven (7) day period, and must include the day of the funeral.
- ~~2. In the event of the death of an employee's grandfather, grandmother, half-brother, or half-sister,~~ there shall be no deduction in salary for an absence not in excess of three (3) work days within a seven (7) day period, and must include the day of the funeral.
3. In the event of the death of an employee's first cousin, aunt, uncle, niece, or nephew, there shall be no deduction in salary for an absence not in excess of one (1) work day within a seven (7) day period from the day of the funeral.
4. In the event of the death of an employee's spouse's first cousin, aunt, uncle, niece, nephew, there shall be no deduction in salary for an absence not in excess of one (1) work day within a seven (7) day period from the day of the funeral.
5. The District may extend the period of such absence with pay, at its discretion, as the exigencies of the case may warrant.
6. In the event of the death of an employee or in the event of the death of a student of the District, an appropriate number of administrators shall be granted sufficient time by the Superintendent to attend the funeral.

**B. Legal Duty Leave**

1. Any administrator called for jury duty or subpoenaed to attend court or who is a party to a job related lawsuit (other than a suit in which the administrator is an adverse party to the School District) will be granted a leave of absence while attending court. The Superintendent or her designee will be given evidence of the necessity of jury duty, court duty, or law suit, as far in advance as possible. The administrator shall suffer no loss of salary, benefits, or other advantages as a result of such leave.
2. The administrators using this leave shall reimburse the District any amount paid them for serving as juror or witness.

**C. FMLA**

1. FMLA leave shall be granted to an employee as per District policy.

**D. Personal Leave**

1. Administrators are entitled to two (2) personal leave days per school year without loss of compensation. Administrators with five (5) or more years of administrative service in the District will be entitled to a third personal leave day per school year without loss of compensation. Prior approval must be secured from the Superintendent or his/her designee.
2. Any unused accumulated personal days remaining at the end of the school year shall be added to the unused accumulated sick leave entitlement for the ensuing school year.

**E. Sabbatical Leave**

1. Sabbatical leaves will be granted to those employees who qualify and meet all local and state statutory regulations as provided under the *School Laws of Pennsylvania* and granted to the School Board in the *Pennsylvania School Code of 1949* as amended, including Act 66.

**F. Sick Leave**

1. Full-year administrators will be entitled to thirteen (13) days of sick leave with pay each year. Administrators who work less than twelve (12) months will have this amount appropriately pro-rated. Up to three (3) of these days can be designated as "family illness days" and can be used in the event of the illness of a parent, spouse, child or sibling.

In the event the administrator sustains an accidental injury during the course of his/her regular duties and is entitled to temporary compensation under workers compensation benefits, the combination of said temporary compensation and use of sick days may not exceed the employees regular wages prior to the date of the injury.

**2. Reimbursement for Unused Sick Leave**

For any administrator who:

- a. Voluntarily resigns after ten (10) or more years of service with the District or;
- b. Retires in accordance with the retirement policies of the Public School Code, Section 1122, and the policies of the District; shall be reimbursed for unused sick leave at the following rates:

School Year of Resignation or Retirement	Reimbursement Rate per Unused Day
2015-2016 .....	\$100.00
2016-2017 .....	\$100.00

At the time of resignation or retirement, the District shall make a non-elective contribution to the administrator's 403(b) retirement account in an amount calculated using the administrator's total unused sick days and the rates specified above. The administrator shall receive no cash option.

If the District's contribution causes the administrator's account to exceed the Section 415(c) contribution limitation for the year, then any excess over that limit shall be contributed to the former administrator's 403(b) account in the next tax year, and in each subsequent tax year until the full amount due to the administrator has been contributed as non-elective employer contributions. The District shall make no contribution under this provision in any calendar year that begins after the fifth year following the year of the administrator's severance from service with the District.

## G. Unpaid Leaves of Absence

1. Unpaid leaves granted by the Board will be granted according to the District policy.
2. Any administrator, upon application, shall be granted a leave of absence without pay not to exceed two (2) years for the purpose of serving as an officer of the State Association.
3. Any Administrator, upon application, shall be granted a leave of absence without pay not to exceed four (4) years for the purpose of campaigning for or serving in a public office.

## Article VII MILEAGE REIMBURSEMENT

- A. Any administrator who is authorized to use his/her automobile for official District business shall be reimbursed for such travel at the rate allowed by the Internal Revenue Service.

## Article VIII FRINGE BENEFITS

All administrators shall receive the following:

### A. Medical/Hospitalization / Prescription Coverage

The District will provide a Preferred Provider Organization (PPO) Highmark High Option PPO (PPO Blue) Option "A" or its equivalent as offered by the Consortium for all administrative staff members and eligible dependents through the entirety of this policy. All members of the administrative staff will contribute toward the monthly premium stipulated by the Board.

	2015-16	2016-17
Monthly premium contribution for individual coverage:	\$128.00	\$128.00
Monthly premium contribution for husband/wife, parent/child(ren) and family coverage:	\$152.00	\$152.00

Each administrator covered by this policy will have the option of purchasing coverage at the level of Highmark PPO (PPO Blue) Option "E", or its equivalent as offered by the Consortium, for an additional payment of the District's actual cost difference between Option "A" and Option "E" in the 2015-2016 and 2016-17 school year. This is in addition to the monthly premium contributions articulated above.

The District will deduct one-half (1/2) of the appropriate administrator monthly premium contribution from each of the two (2) payroll checks the administrator receives each month.

### B. Dental Coverage

The District will provide dental coverage comparable to its current plan and fully pay the premium cost thereof for the administrator and his/her dependents. Additionally, the following benefits will be provided with premium paid by the District:

Oral Surgery – Family	Prosthetics – Family
Periodontics – Family	Orthodontics – Family

**C. Life Insurance**

The District agrees to provide life insurance, including Accidental Death and Dismemberment (Double Indemnity) coverage for each administrator while actively employed or on a Board approved paid leave. This coverage shall equal two (2) times the salary of the individual.

**D. Vision Coverage**

Throughout the life of this Agreement, the District will provide a vision plan administered by the National Vision Administrators, Benefit: UCR for participating providers. The total cost will be paid by the employer for the employee and dependents for the duration of this Agreement.

**E. Vacation**

1. Each administrator employed for a period of twelve (12) months shall be entitled to twenty (20) days vacation per year and shall earn at the rate of two (2) days per month, but not to exceed twenty (20) days per year. Any Administrator who has worked ten (10) years or more in the Administration within the District will be entitled to twenty-five (25) days vacation per year and shall earn at the rate of two and one-half (2.5) days per month.
2. Vacation days will follow the guidelines listed below:
  - a. Vacation days must be submitted to the immediate supervisor for approval;
  - b. Vacation days are accrued from July 1 to June 30 of each year;
  - c. Vacation days earned between July 1 and the following June 30 must be used prior to the next December 31, unless prior written approval is granted by the Superintendent for an extension of the December 31 deadline;
  - d. Up to five (5) days of vacation may be scheduled while school is in session. Any exception must be granted by the Superintendent;
  - e. Administrators should take most of their vacation days from mid-July through mid-August so a team approach can be established for planning the following school year.
3. Up to ten (10) unused vacation days may be added to the individual's accumulated sick days upon receiving prior approval of the Superintendent.

**F. Holidays**

1. The following holidays will be observed as paid holidays for all eligible "Fiscal" employees:

a. Presidents' Day	f. Monday after Thanksgiving	k. Memorial Day
b. July Fourth	g. Easter Thursday	l. Picnic Day (one of two)
c. Labor Day	h. Good Friday	m. Prom Day
d. Thanksgiving Day	i. Easter Monday	
e. Friday after Thanksgiving	j. Easter Tuesday	

Holiday time off for Christmas and New Years' shall match the school calendar for that particular time period.



2. If any of the listed holidays fall on Saturday, the previous Friday shall be considered the holiday. If any of the listed holidays fall on a Sunday, the following Monday will be considered the holiday.
3. If school is rescheduled and held on any of the above listed holidays or Saturday as the result of an emergency situation (weather cancellation of the original day, work stoppage, or other emergency situation), the employee will be required to work. The employee and immediate supervisor shall mutually agree on another day when the holiday may be observed.

#### **G. Liability Coverage**

Liability coverage shall be provided for all administrators for any actions or matters for which said Administrator may be liable in connection with the said administrator's duties as an employee of the Greensburg Salem School District and as an agent, servant, workman, or employee of the Greensburg Salem School District and within the scope of the administrator's employment with the Greensburg Salem School District in the aggregate amount of one million dollars (\$1,000,000) in each policy year, with a retained limit or deductible amount of one thousand dollars (\$1,000) for each occurrence. The Greensburg Salem School District shall be responsible for paying the deductible amount of up to one thousand dollars (\$1,000) in the event of any verdict or judgment against said administrator. A copy of the Liability Coverage Policy will be secured and furnished to said administrator upon request.

#### **H. Disability Income Protection**

The Board agrees to provide up to twenty-five dollars (\$25) per month, per administrator, toward the premium of group disability income protection plan that is mutually agreeable to the Board and the administrators. However, such a group disability income protection plan is subject to final approval by the Board and without final approval by the Board no such group disability income protection plan shall be effective, the Board having absolute discretion as to the group income protection plan to be selected.

#### **I. Extended Illness**

In the event that an administrator is disabled and unable to work and perform all of his/her duties for the said School District as a result of an extended illness, the Board agrees to pay all fringe benefits for a period not to exceed two (2) years from the beginning date of said illness, provided that said illness, disability, and inability to work are confirmed by a doctor's certificate. These fringe benefits are:

- |                            |                                      |
|----------------------------|--------------------------------------|
| 1. Medical/Surgical Plan   | 5. Prescription Coverage             |
| 2. Dental Coverage         | 6. Vision Coverage                   |
| 3. Major Medical Insurance | 7. Physical Examinations             |
| 4. Life Insurance          | 8. Disability Income Protection Plan |

This paragraph, *VIII - I - Extended Illness*, shall not apply to maternity cases and shall not apply to disability or inability to work and perform all of said duties for the said School District as a result of maternity.

#### **J. Association Memberships**

The Board agrees to pay the full membership to one (1) State and one (1) National organization per administrator per year.

## Article IX RETIREMENT POLICY

### A. Upon Retirement

Any administrator whose actual date of retirement falls within the term of this Policy will receive benefits as listed in *Article VIII -Fringe Benefits* for up to nine (9) years after retirement subject to the parameters and conditions articulated below:

1. Upon retirement, life insurance coverage will be reduced to one-fourth (1/4) of the individual administrator's Life Insurance Policy as said policy existed immediately prior to the administrator's retirement. Premiums for said coverage will be paid by the retiree at the District group rate.
2. Medical/Hospitalization/Prescription coverage equal to the coverage in effect (individual, husband/wife, family, etc.) at the time of retirement. Premiums for this coverage will be paid by the District. The premium contribution required of the retiree through those nine (9) years will remain fixed at the rate it was at the time of retirement. The District will bill said retiree for any amount reimbursable to the retiree through PSERS and agrees to credit the reimbursement from PSERS toward the required co-payment amount.

Each administrator will have the option, at his/her sole discretion and expense, to purchase coverage at the level of PPO Option "E". The retiree will pay the full difference in monthly premium between the PPO Option "A" and the PPO Option "E".

Should the District change its health care coverage, carrier, or if State and/or Federal laws pertaining to health care reform are enacted, then the same coverage and provisions in effect for active employees will be provided to the retiree.

Should the retired administrator die before the nine (9) year expiration of benefits, the District will continue to provide the benefits listed above for his/her spouse and eligible dependents until the date that the retired Administrator's benefits would have expired.

4. If the retired administrator remarries after retirement, any future spouse and dependents of said spouse shall not be entitled to benefits paid for by the District.
5. To be eligible for these benefits, the administrator must retire under the policies of the *Public School Code, Section 1122*, and must retire on December 31 or June 30; the letter indicating intent to retire must be submitted to the Superintendent at least sixty (60) calendar days prior to the retirement date.
6. To be eligible for these benefits, an administrator must have worked in the District for at least ten (10) years and be at least fifty-two (52) years of age and/or have thirty (30) years of service.

## Article X PERSONNEL FILE

- A. The District shall maintain one (1) confidential personnel file for each administrator. In addition, there may be one (1) official pre-employment file which also shall be confidential and shall contain letters of reference and recommendations and/or material related thereto secured from sources outside the District.

- B. Individual personnel files shall be confidential. However, an administrator shall have the right to make written responses to the material contained in his/her official personnel file, but he/she shall have no right to access to the official confidential pre-employment file.
  - C. An administrator shall have access to his/her official personnel file during regular working hours at a time mutually agreed upon by the employee and the District. Under no circumstances shall the official personnel file be removed from the office by the employee, and his/her access to the file shall be only in the presence of someone in authority in the office. However, an administrator may duplicate, at his/her expense, any material contained in his/her file.
  - D. If the official personnel file is duly subpoenaed in accordance with Law, the administrator shall be notified at the earliest possible time.
  - E. Any unsatisfactory rating or evaluation received prior to three (3) consecutive years of satisfactory ratings or evaluations shall be expunged from the administrator's personnel file at the individual's request.
  - F. Any written reprimands received prior to two (2) consecutive years without written reprimands shall be expunged from the administrator's personnel file at the individual's request.
- 

**Article XI**  
**VACANCIES, PROMOTIONS AND TRANSFERS**

- A. While both parties recognize the legal right and responsibility of the Board to fill open positions and to make promotions and transfers, and that the Board retains all management rights and prerogatives to fill open positions and to make promotions and transfers and retains all management rights to the broadest extent given to the Board under the Law, the Board agrees to give written notice of any administrative vacancies in the District to the members of the administrative team.

**Article XII**  
**YEARLY EVALUATIONS**

- A. Each administrator covered under this Administrative Compensation Plan will receive a yearly written evaluation completed by their direct supervisor(s) in accordance with the Pennsylvania Department of Education Evaluation System.

**Article XIII**  
**CHAIN OF COMMAND**

- A. Any administrator shall have a right to meet with the Board concerning any matter after discussing said matter with the administrator's immediate supervisor and with the Superintendent.

-----End -----

---

*Adopted by the Greensburg Salem School District Board of Education October 14, 2015.*

**GSSD/leg/jjm**



# GREENSBURG SALEM SCHOOL DISTRICT

## EMPLOYEES

### 300 COMPENSATION PLAN – SUPPORT STAFF AND CLASSIFIED EMPLOYEES

CODE 329

---

#### SECTION 1. PURPOSE

The Board of School Directors recognizes that providing the best educational program for the District students and the taxpaying citizens who support public schools requires the employment of support and classified employees to carry out various organizational responsibilities in the District.

#### SECTION 2. AUTHORITY

- a. The Board has the authority under law to prescribe employment conditions for the support staff/classified employees of the school district.
- b. For the mutual benefit and protection of each regularly employed support staff member and the District, the Board of School Directors directs that, as the policy of this school district, all support staff employees and classified employees shall be employed through a contract or Board resolution.

#### SECTION 3. DELEGATION OF RESPONSIBILITY

Implementation of the collective bargaining agreement and/or Board policy shall be the responsibility of the Superintendent or his/her designee.

#### SECTION 4. GUIDELINES

Each employment contract or Board policy shall specific:

- Positions, wages, salary determinations
- Work Schedules
- Fringe Benefits
- Leaves of Absence
- Vacation
- Holidays

References:

School Code – 24 P.S. Section 406

**Policy Adopted:**

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 COMPENSATION PLAN – SUPPORT  
STAFF AND CLASSIFIED EMPLOYEES

CODE 329 .1

---

**GREENSBURG SALEM  
SCHOOL DISTRICT**

*BOARD POLICY*

*for the*

**SUPPORT SERVICE  
COMPENSATION PLAN**

**July 1, 2015 - June 30, 2017**



TABLE OF CONTENTS

---

I.	Duration .....	1
II.	Nondiscrimination .....	1
III.	Positions Included and Annual Salaries	
	A. Positions .....	2
	B. Annual Salaries.....	2
IV.	Salary Determination.....	2
V.	Leaves of Absence	
	A. Bereavement Leave.....	3
	B. Legal Duty Leave.....	3
	C. Family Medical Leave.....	3
	D. Personal Leave.....	4
	E. Sick Leave .....	4
	F. Unpaid Leaves of Absence.....	4
VI.	Mileage Reimbursement .....	5
VII.	Fringe Benefits	
	A. Medical/Hospitalization/Prescription Coverage .....	5
	B. Dental Coverage.....	5
	C. Life Insurance .....	6
	D. Vision Coverage .....	6
	E. Vacation.....	6
	F. Holidays .....	7
	G. Liability Coverage .....	7
	H. Disability Income Protection .....	8
	I. Extended Illness .....	8
	J. Upon Retirement.....	8
VIII.	Personnel File .....	9
IX.	Chain of Command .....	9

Greensburg Salem School District Board Policy for

---

**SUPPORT SERVICE PERSONNEL**

July 1, 2015 - June 30, 2017

---

**Article I  
DURATION**

- A. This Policy is effective July 1, 2015, and shall continue until June 30, 2017.

**Article II  
NONDISCRIMINATION**

- A. The Greensburg Salem School District is an equal opportunity and access educational system and employer. The District will not discriminate in educational programs, opportunities, and activities, or in opportunities for all categories of employment in this District based upon race, color, religion, national origin, gender, sexual orientation, age, ancestry, disability or handicap. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. This policy of nondiscrimination extends to all other legally protected classes as well. Publication of this policy is in accordance with state and federal laws including the Civil Rights Act of 1964, as amended; the Age Discrimination Act of 1967, as amended; Title IV, Title VI, Title VII, and Title IX of the Educational Amendments of 1972; and Sections 503 and 504 of the Rehabilitation Act of 1973.

The Greensburg Salem School District intends to comply fully with all applicable laws pertaining to all educational courses, programs and activities offered by the District and in the employment of all District personnel.

The District encourages employees or third parties who believe they have been subject to discrimination to promptly report such incidents to the Superintendent/Human Resources Office and the District's Compliance Officer. Inquiries concerning the application of these laws should be directed to the Superintendent/Human Resources Office or the Section 504 Coordinator for the District. They may be reached at the District Administrative Offices located at 1 Academy Hill Place, Greensburg, Pennsylvania, 15601, or by phone at 724.832.2901.

**Article III  
POSITIONS INCLUDED AND ANNUAL SALARIES**

**A. Positions**

Positions included under this policy are: Community Liaison; Coordinator of Institutional Facilities, Maintenance and Grounds; Director of Informational Services and Assistant Director of Informational Services.

Positions included under this contract are 260 day salaried positions. Actual work schedules are determined and approved by the employee's immediate supervisor or Superintendent.

**B. Annual Salaries**

The salaries for these Support Service Personnel were approved by the Greensburg Salem School District Board of Education, November 11, 2015. The salaries for these Support Service Personnel in the years covered by this policy are as follows:

**ANNUAL SALARY**

<b>Position</b>	<b>2015-16</b>	<b>2016-17</b>
Community Liaison	\$ 59,994	\$ 59,994
Coordinator of Institutional Facilities, Maintenance and Grounds	\$ 72,988	\$ 72,988
Director of Informational Services	\$ 60,644	\$ 60,644
Assistant to the Director of Informational Services	\$ 48,068	\$ 48,068

**C. Salaries for New Support Services Personnel**

Salaries for any new Support Services Personnel hired from within or outside the District shall be determined by the Board of School Directors of Greensburg Salem School District. The Board reserves the right to adjust the base salary in this situation if warranted.

**Article IV  
SALARY DETERMINATION**

**A.** The Board of School Directors may grant salary adjustments for the period covered by this plan. If salary adjustments are granted, they shall be determined by the following criteria:

1. An across the board adjustment for each Support Service Personnel; or,
2. A new salary level will be established upon entry into a different position. The above salaries shall not be considered to be binding when determining the salary of a newly hired Support Service Personnel.

**Article V**  
**LEAVES OF ABSENCE**

**A. Bereavement Leave**

1. In the event of the death of an employee's spouse, child, step-child, parent, step-parent, parent-in-law, step-parent-in-law, brother, sister, step-brother, step-sister, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandson, granddaughter, or near relative who resides in the same household, or any person with whom the employee has made his home, there shall be no deduction in salary for an absence not in excess of five (5) work days within a seven (7) day period, and must include the day of the funeral.
2. In the event of the death of an employee's grandfather, grandmother, half-brother, or half-sister, there shall be no deduction in salary for an absence not in excess of three (3) work days within a five (5) day period, and must include the day of the funeral.
3. In the event of the death of an employee's first cousin, aunt, uncle, niece, or nephew, there shall be no deduction in salary for an absence not in excess of one (1) work day within a seven (7) day period from the day of the funeral.
4. In the event of the death of an employee's spouse's first cousin, aunt, uncle, niece, nephew, grandfather, or grandmother there shall be no deduction in salary for an absence not in excess of one (1) work day within a seven (7) day period from the day of the funeral.

The District may extend the period of such absence with pay, at its discretion, as the exigencies of the case may warrant.

**B. Legal Duty Leave**

1. Any Support Service Personnel who is called for jury duty or subpoenaed to attend court or who is a party to a job-related law suit (other than a suit in which the Support Service Personnel is an adverse party to the School District) will be granted a leave of absence while attending court. The Superintendent or his designee will be given evidence of the necessity of jury duty, court duty, or lawsuit, as far in advance as possible. The Support Service Personnel shall suffer no loss of salary, benefits, or other advantages as a result of such leave
2. The Support Service Personnel using this leave shall reimburse the District any amount paid him/her for serving as a juror or witness.

**C. FMLA Leave**

1. A FMLA leave shall be granted to an employee as per District policy.

**D. Personal Leave**

1. Support Service Personnel are entitled to two (2) personal leave days per school year without loss of compensation. Support Service Personnel with ten (10) or more years of service in the District will be entitled to a third personal leave day per school year without loss of compensation. Prior approval must be secured from the Superintendent or his/her designee.
2. Any unused accumulated personal days remaining at the end of the school year shall be added to the unused accumulated sick leave entitlement for the ensuing school year.

**E. Sick Leave**

1. Support Service Personnel will be entitled to thirteen (13) days of sick leave with pay each year. Support Services Personnel who work less than twelve (12) months will have this amount appropriately pro-rated. Up to three (3) of these days can be designated as "family illness days" and can be used in the event of the illness of a parent, spouse, child or sibling. Unused sick days will accumulate indefinitely.
2. In the event an employee sustains an accidental injury during the course of his/her regular duties and is entitled to temporary compensation under workers compensation benefits, the combination of said temporary compensation and use of sick days may not exceed the employee's regular wages prior to the date of the injury.

**3. Reimbursement for Unused Sick Leave**

For any Support Service Personnel who (a) voluntarily resigns after ten (10) or more years with the District or (b) retires in accordance with the retirement policies of the District, the District will make a non-elective contribution to the employee's 403(b) retirement account in an amount calculated using the reimbursement rate of thirty-five (\$35) per day times the number of unused sick days that are not honored by a subsequent employer. The employee shall receive no cash option.

If the District's contribution causes the employee's account to exceed the Section 415(c) contribution limitation for the year, then any excess over that limit shall be contributed to the former employee's 403(b) account in the next tax year, and in each subsequent tax year until the full amount due to the employee has been contributed as non-elective employer contributions. The District shall make no contribution under this provision in any calendar year that begins after the fifth year following the year in which the employee's severance of service with the District occurred.

**F. Unpaid Leaves of Absence**

Unpaid leaves granted by the Board will be granted according to the District policy.

**Article VI  
MILEAGE REIMBURSEMENT**

Any Support Service Personnel who is authorized to use his/her automobile for official District business shall be reimbursed for such travel at the rate allowed by the Internal Revenue Service.

**Article VII  
FRINGE BENEFITS**

All Support Service Personnel shall receive the following:

**A. Medical/Hospitalization/Prescription Coverage**

Throughout the term of this Policy, the District agrees to make available to all employees covered under this Policy, medical insurance-hospitalization-prescription coverage through a plan offered by the Westmoreland Intermediate Unit Rate Stabilization Health Consortium (henceforth designated as the Consortium).

The District will provide a Preferred Provider Organization (PPO) Highmark High Option PPO (PPO Blue) Option "A" or its equivalent as offered by the Consortium for all Support Service Personnel and their eligible dependents through the term of this Policy.

Support Service Personnel will contribute toward the monthly premium as indicated on the table below.

	2015-16	2016-17
Monthly premium contribution for individual coverage:	\$98.00	\$98.00
Monthly premium contribution for husband/wife, parent/child(ren) and family coverage:	\$122.00	\$122.00

Each employee covered by this policy will have the option of purchasing coverage at the level of Highmark PPO (PPO Blue) Option "E", or its equivalent as offered by the Consortium, for an additional payment of the District's actual cost difference between Option "A" and Option "E" in the 2015-2016 and 2016-17 school year. This is in addition to the monthly premium contributions articulated above.

The District will deduct one-half (1/2) of the appropriate monthly premium contribution from each of the two (2) payroll checks the employee receives each month

**B. Dental Coverage**

The District will provide dental coverage comparable to its current plan and fully pay the premium cost thereof for the Support Service Personnel and his/her dependents. Additionally, the following benefits will be provided with premium paid by the District:

Oral Surgery - Family  
Prosthetics - Family  
Periodontics - Family  
Orthodontics - Family

**C. Life Insurance**

The District will maintain its current life insurance coverage including Accidental Death and Dismemberment coverage.

The employer will provide term life insurance coverage in the amount of twenty-thousand dollars (\$20,000) for all members of the Support Service Personnel.

**D. Vision Coverage**

The District will provide a vision plan administered by the National Vision Administrators. Benefit: UCR for participating providers. The total cost will be paid by the employer for the employee and dependents for the duration of this Agreement.

**E. Vacation**

1. Each Support Service Personnel employed for a period of twelve (12) months shall be entitled to twenty (20) days vacation per year and shall earn at the rate of two (2) days per month, but not to exceed twenty (20) days per year.
2. Vacation days will follow the guidelines listed below:
  - a. Vacation days must be submitted to the immediate supervisor for approval;
  - b. Vacation days are accrued from July 1 to June 30 of each year;
  - c. Vacation days earned between July 1 and the following June 30 must be used prior to the next December 31, unless prior written approval is granted by the Superintendent for an extension of the December 31 deadline;
  - d. Up to five (5) days of vacation may be scheduled while school is in session. Any exception must be granted by the Superintendent;
  - e. Support Service Personnel should take most of their vacation days from mid-July through mid-August so a team approach can be established for planning the following school year.
3. No unused vacation days may be added to unused sick leave days, except that up to ten (10) unused vacation days may be added to the individual's accumulated sick days upon receiving prior approval of the Superintendent.

## **F. Holidays**

1. Each Support Service Personnel employed for a period of twelve (12) months shall be entitled to the following paid holidays:
  - a. Presidents' Day
  - b. July Fourth
  - c. Labor Day
  - d. Thanksgiving Day
  - e. Friday after Thanksgiving
  - f. Monday after Thanksgiving
  - g. Easter Thursday
  - h. Good Friday
  - i. Easter Monday
  - j. Easter Tuesday
  - k. Memorial Day
  - l. Picnic Day (one of two)
  - m. Prom Day

Holiday time off for Christmas and New Year's shall match the school calendar for that particular time period.

2. If any of the listed holidays fall on Saturday, the previous Friday shall be considered the holiday. If any of the listed holidays fall on a Sunday, the following Monday will be considered the holiday.
3. If school is rescheduled and held on any of the above listed holidays or Saturday as the result of an emergency situation (weather cancellation of the original day, work stoppage, or other emergency situation), the employee will be required to work. The employee and immediate supervisor shall mutually agree on another day when the holiday may be observed.

## **G. Liability Coverage**

Liability coverage shall be provided for all Support Service Personnel for any actions or matters for which said personnel may be liable in connection with the said Support Service Personnel's duties as an employee of the Greensburg Salem School District and as an agent, servant, workman, or employee of the Greensburg Salem School District and within the scope of the supportive services employment with the Greensburg Salem School District in the aggregate amount of one million dollars (\$1,000,000) in each policy year, with retained limit or deductible amount of one thousand dollars (\$1,000) for each occurrence. The Greensburg Salem School District shall be responsible for paying the deductible amount of up to one thousand dollars (\$1,000) in the event of any verdict or judgment against said Support Service Personnel. A copy of the Liability Coverage Policy will be secured and furnished to said Personnel upon request.



## **H. Disability Income Protection**

The Board agrees to provide up to twelve dollars and fifty cents (\$12.50) per month, per Support Personnel, toward the premium of group disability income protection plan that is mutually agreeable to the Board and the Support Service Personnel. However, such a group disability income protection plan is subject to final approval by the Board and without final approval by the Board no such group disability income protection plan shall be effective, the Board having absolute discretion as to the group income protection plan to be selected.

## **I. Extended Illness**

In the event that a Support Service Personnel employee is disabled and unable to work for the Greensburg Salem School District as a result of an extended illness, the Board agrees to pay for the fringe benefits said employee would be entitled to if he/she were working for a period not to exceed two (2) years from the beginning date of said illness, provided that said illness, disability, and inability to work are confirmed by a physician's certificate. The District may require said employee to provide records to or submit to an examination by a District-selected physician at District expense.

The provisions of this section, VII-I -Extended Illness, shall not apply to maternity cases and shall not apply to disability or inability to do work and perform all of said duties for the Greensburg Salem School District as a result of pregnancy.

## **J. Upon Retirement**

Upon retirement, employees who have completed at least twenty-five (25) years of service, at least ten (10) of which are in the District, and who are at least sixty (60) years of age; or who have completed thirty-five (35) years of service, at least fifteen (15) of which are in the District, and who are of any age, are entitled to:

1. Five thousand dollars (\$5000) life insurance coverage for which the said retiree will pay the premium at the District retiree rate. Employees who were hired by the District prior to January 1, 1987, will be required to pay the premium at the District group rate.
2. Individual Highmark High Option PPO (Option "A"), or its equivalent as offered by the Consortium, to Medicare age. The District will pay the amount of the monthly premium in effect at the time of the employee's retirement and all subsequent monthly premium increases minus the amount of the active employee contribution (co-payment) and the amount reimbursable to the employee from PSERS. The District agrees to credit the reimbursement from PSERS toward the required co-payment. Should the amount of the co-payment exceed the PSERS reimbursement, the retiree will pay the difference.

3. Purchase, at the retiree's sole discretion and expense, PPO Option "E". The retiree will pay the full difference in monthly premium between the individual PPO Option "A" and the individual PPO Option "E".
4. Purchase coverage for the retiree's spouse and eligible dependents until the retiree reaches Medicare age with said retiree paying any and all costs above the individual coverage rate at the District rate plus two (2) percent.

### **Article VIII PERSONNEL FILE**

1. The District shall maintain one (1) confidential personnel file for each employee. In addition, there may be one (1) official pre-employment file which also shall be confidential and shall contain letters of reference and recommendations and/or material related thereto secured from sources outside the District.
2. Individual personnel files shall be confidential. However, employees shall have the right to make written responses to the material contained in his/her official personnel file, but he/she shall have no right to access to the official confidential pre-employment file.
3. An employee shall have access to his/her official personnel file during regular working hours at a time mutually agreed upon by the employee and the District. Under no circumstances shall the official personnel file be removed from the office by the employee, and his/her access to the file shall be only in the presence of someone in authority in the office. However, an employee may duplicate, at his/her expense, any material contained in his/her file.
4. If the official personnel file is duly subpoenaed in accordance with Law, the employee shall be notified at the earliest possible time.
5. Any unsatisfactory rating or evaluation received prior to three (3) consecutive years of satisfactory ratings or evaluations shall be expunged from the employee's personnel file at the individual's request.
6. Any written reprimands received prior to two (2) consecutive years without written reprimands shall be expunged from the employee's personnel file at the individual's request.

### **Article VIII CHAIN OF COMMAND**

Any employee shall have a right to meet with the Board concerning any matter after discussing said matter with the employee's immediate supervisor and with the Superintendent.

---

*Adopted by the Greensburg Salem School District Board of Education November 11, 2015.*

**GSSD/leg/jjm**



GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 COMPENSATION PLAN – SUPPORT  
STAFF AND CLASSIFIED EMPLOYEES

CODE 329 .2

**GREENSBURG SALEM  
SCHOOL DISTRICT**

*BOARD POLICY*

*for the*

**ADMINISTRATIVE ASSISTANTS,  
CLASSROOM INSTRUCTIONAL ASSISTANTS  
and NURSE ASSISTANTS**

**July 1, 2015 - June 30, 2017**

<b>I. Definitions</b>	
A. "Fiscal" Employees .....	1
B. Classroom Instructional Assistants .....	1
C. Nurse Assistants .....	1
D. Hourly Assistant Positions .....	1
E. Substitute Employees .....	1
F. Probation Period .....	1
G. Proper Notice .....	1
<b>II. Nondiscrimination</b> .....	2
<b>III. Leaves</b>	
A. Sick Leave .....	2
B. Legal Duty Leave .....	3
C. Bereavement Leave .....	3
D. Personal Leave .....	4
E. Unpaid Leaves of Absence .....	4
F. Vacation Schedule .....	5
G. Paid Holidays .....	5
H. FMLA Leave .....	6
<b>IV. Other Conditions of Employment</b>	
A. Vacancy .....	6
<b>V. Work Schedule</b>	
A. Work Day - Administrative Assistants .....	6
B. Work Day - Classroom Instructional Assistants .....	6
C. Work Day - Nurse Assistants .....	7
D. Emergency Shutdown .....	7
<b>VI. Wages and Fringe Benefits</b>	
A. Appendices .....	9
<b>Appendix "A" Hourly Rate</b>	
A. Central Office Administrative Assistants .....	11
B. Building Administrative Assistants .....	11
C. Nurse Assistants .....	12
D. Classroom Instructional Assistants .....	12
<b>Appendix "B" Fringe Benefits</b>	
A. Medical/Hospitalization/Prescription Coverage .....	12
B. Health and Accident Insurance .....	13
C. Life Insurance .....	13
D. Basic Dental .....	13
E. Vision Plan .....	13
F. Upon Retirement .....	14

---

**ADMINISTRATIVE ASSISTANTS,  
CLASSROOM INSTRUCTIONAL ASSISTANTS  
and NURSE ASSISTANTS**

July 1, 2015 - June 30, 2017

---

**Article I  
DEFINITIONS**

**A. "Fiscal" Employees**

Those persons who are regularly employed on a twelve (12) month basis beginning July 1 and ending June 30.

**B. Classroom Instructional Assistants**

Those persons who are regularly employed for the same number of days as the instructional staff to assist certified teachers with instructional responsibilities.

**C. Nurse Assistants**

Those persons who are regularly employed by the district for 180 days assisting the certified school nurse throughout the district.

**D. Hourly Assistant Positions**

Those persons who are regularly employed by the district for a specific number of hours per week as defined by the Board when appointed to the position. In order to be eligible for employer paid benefits, Hourly Assistant Positions must work a minimum of thirty (30) hours per week.

**E. Substitute Employees**

Those persons who are regularly employed only on an "as needed" basis for periods less than 180 days.

**F. Probation Period**

A new employee to the School District:

1. Shall serve a sixty (60) working day probationary period. During this period the employee shall not be entitled to the following benefits: sick days, vacation days, and personal days. However, the aforementioned benefits are earned from the original date of hire. The employee will receive no paid holidays during the probationary period.
2. It is agreed that the probationary period shall be waived where a prospective employee has been a full-time substitute for a period of sixty (60) or more continuous days in the same position and is being hired for the same or similar position (or a lower level position) as served while a full-time substitute.

**G. Proper Notice**

A written statement to the employer at least five (5) work days prior to effective date of termination. The District may waive this requirement as the exigencies of the case may warrant.

## Article II NONDISCRIMINATION

- A. The Greensburg Salem School District is an equal opportunity and access educational system and employer. The District will not discriminate in educational programs, opportunities, and activities, or in opportunities for all categories of employment in this District based upon race, color, religion, national origin, gender, sexual orientation, age, ancestry, disability or handicap. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. This policy of nondiscrimination extends to all other legally protected classes as well. Publication of this policy is in accordance with state and federal laws including the *Civil Rights Act of 1964*, as amended; the *Age Discrimination Act of 1967*, as amended; *Title IV, Title VI, Title VI*, and *Title IX of the Educational Amendments of 1972*; and *Sections 503 and 504 of the Rehabilitation Act of 1973*.

The Greensburg Salem School District intends to comply fully with all applicable laws pertaining to all educational courses, programs and activities offered by the District and in the employment of all District personnel.

The District encourages employees or third parties who believe they have been subject to discrimination to promptly report such incidents to the Superintendent/Human Resources Office. Inquiries concerning the application of these laws should be directed to Office of Human Resources or the Section 504 Coordinator for the District. They may be reached at the District Administrative Offices located at 1 Academy Hill Place, Greensburg, Pennsylvania, 15601, or by phone at 724.832.2901.

## Article III LEAVES

### A. Sick Leave

1. New employees hired prior to January 1 shall earn their leave days from their date of hire to July 1 at the rate of one (1) day per month and two (2) days for the last month of their work year. New employees hired after January 1 shall earn their sick leave days from their date of hire to July 1 at the rate of one (1) day per month.
2. Beginning July 1, employees who work on a twelve (12) month basis shall be entitled to thirteen (13) days of absence with full salary when illness or injury prevent them from effectively continuing their responsibilities.
3. Beginning July 1, employees who work on a ten (10) month basis shall be entitled to ten (10) days of absence with full salary when illness or injury prevent them from effectively continuing their responsibilities.
4. Classroom Instructional Assistants and Nurse Assistants will be entitled to ten (10) days of sick leave with pay each year. Employees working less than the full year will have this amount appropriately prorated.
5. The unused portion of such allowance shall accumulate from year to year without limitation.



6. Proof of illness in the form of a medical certification may be required from an employee who is absent in excess of three (3) consecutive work days. In absences of less than three (3) days, a doctor's certification may be required where, in the determination of the District, the employee has been chronically absent. The employee will be notified of such determination at the time it is made.

In the event the employee sustains an accidental injury during the course of his/her regular duties and is entitled to temporary compensation under worker compensation benefits, the combination of said temporary compensation and use of sick days may not exceed the employee's regular wages prior to the date of the injury.

#### **7. Reimbursement for Unused Sick Leave**

For any Administrative Assistant, Classroom Instructional Assistant or Nurse Assistant who (a) voluntarily resigns after ten (10) or more years with the District or (b) retires in accordance with the retirement policies of the District, the District will make a non-elective contribution to the employee's 403(b) retirement account in an amount calculated using the reimbursement rate of twenty-five dollars (\$25) per day times the number of unused sick days that are not honored by a subsequent employer. The employee shall receive no cash option.

If the District's contribution causes the employee's account to exceed the Section 415(c) contribution limitation for the year, then any excess over that limit shall be contributed to the former employee's 403(b) account in the next tax year, and in each subsequent tax year until the full amount due to the employee has been contributed as non-elective employer contributions. The District shall make no contribution under this provision in any calendar year that begins after the fifth year following the year in which the employee's severance of service with the District occurred.

### **B. Legal Duty Leave**

1. Employees called for jury duty or subpoenaed to attend court will be granted a leave of absence while attending court. The Superintendent or his/her designee will be given evidence of the necessity of jury duty or court duty as far in advance as possible. Employees on jury duty or subpoenaed as a witness shall be compensated the difference between their regular rate of pay and the amount received for such duty.

### **C. Bereavement Leave**

1. In the event of the death of an employee's spouse, child, stepchild, parent, stepparent, parent-in-law, stepparent-in-law, brother, sister, stepbrother, stepsister, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandson, granddaughter, or near relative who resides in the same household, or any person with whom the employee has made his home, there shall be no deduction in salary for an absence not in excess of five (5) work days, within a seven (7) day period, and must include the day of the funeral.
2. In the event of the death of an employee's grandfather, grandmother, half-brother, or half-sister, there shall be no deduction in salary for an absence not in excess of three (3) work days, within a five (5) day period, and must include the day of the funeral.
3. In the event of the death of an employee's first cousin, aunt, uncle, niece, or nephew, there shall be no deduction in salary for an absence not in excess of one (1) work day, within a five (5) day period, from the day of the funeral.

4. In the event of the death of an employee's spouse's first cousin, aunt, uncle, niece, nephew, grandfather, or grandmother, there shall be no deduction in salary for an absence not in excess of one (1) work day, within a seven (7) day period from the day of the funeral.
5. The District may extend the period of such absence with pay, at its discretion, as the exigencies of the case may warrant.

#### **D. Personal Leave**

1. Employees are entitled to two (2) personal leave days per school year without loss of compensation. A new employee hired after January 1 will be entitled to one (1) personal day for that year. Employees with ten (10) or more years of service in the District will be entitled to a third personal leave day for emergency purposes per school year without loss of compensation. Personal leave days may be used for emergencies as defined herein:
  - a. To transport members of their family to the hospital or to care for a very ill member of their family;
  - b. For childbirth;
  - c. To attend to legal matters during the time legal offices are open;
  - d. To participate in a funeral for someone other than family;
  - e. Due to being snowbound or for breakdown of transportation;
  - f. For any other reason the Administration might deem acceptable.
2. Personal leave days shall be granted on an in-service day or on the first or the last day of the instructional staff calendar established by the District with the approval of the supervisor.
3. No personal leave day shall be granted on the day preceding or the day following a holiday without approval of the supervisor.
4. Any request for a personal leave day shall be submitted to the supervisor three (3) working days in advance of the personal day requested. Requests may be refused if insufficient number of personnel are available to carry on the normal operations of the office or school.
5. Any unused accumulated personal days remaining at the end of the school year shall be added to the immediately following school year's unused accumulated sick leave entitlement.
6. Classroom Instructional Assistants and Nurse Assistants will be entitled to two (2) days of personal leave with pay each year. Employees working less than the full year will have this amount appropriately prorated.

#### **E. Unpaid Leaves of Absence**

1. Upon written request, through the immediate supervisor, an unpaid leave of absence for a specified period of time and purpose may be granted to employees at the discretion of the Board or its designated officer without pay and fringe benefits. The employee shall be entitled to continue her/his fringe benefits at her/his own expense by remitting the cost to the District provided there is no additional cost to the District and the insurance carrier agrees.

## F. Vacation Schedule

1. Employees hired prior to January 1 will be given credit for one (1) full year on the following July 1 for vacation purposes. Employees hired after January 1, but prior to July 1, will receive no credit for the partial year worked for vacation purposes. All employees shall be entitled to a vacation with pay and will receive same according to the following schedule based on years of service:

**Less than two (2) years -** Earn at the rate of one-half (1/2) day per month, not to exceed five (5) workdays.

**Two (2) years but less than five (5) years** Earn at the rate of one (1) day per month, not to exceed ten (10) work days.

**Five (5) years but less than ten (10) years** Earn at the rate of one and one-half (1-1/2) days per month. not to exceed fifteen (15) work days.

**Ten (10) years or more -** Earn at the rate of two (2) days per month, not to exceed twenty (20) workdays.

2. The vacation entitlements of "Fiscal" employees shall be those determined as of the effective date of this Agreement. Teacher Assistants are not entitled to vacation benefits,
3. All vacations and vacation days must be submitted to the immediate supervisor for approval.
4. Vacation days will be earned from July 1 to June 30 of each work year, and vacation days must be used before September 30. Up to five (5) unused vacation days may be added to the individual's accumulated sick days upon receiving prior approval of the Superintendent.
5. An employee who quits without proper notice or is discharged for cause shall forfeit her/his vacation allotment.
6. Prorated payments for earned vacation shall be made to an employee who resigns with proper notice, is laid off, dies, or retires. In the case of the employee who dies, vacation allowances will be treated as wages owed, and payment shall be made to the employee's estate.
7. A Administrative Assistant who moves to a "Fiscal" position shall be given credit toward vacation allotments in the following manner: The actual number of months of the employee's past service divided by twelve (12) will be used to specify the years of service.
8. Classroom Instructional Assistants and Nurse Assistants are not entitled to any vacation each year.

## G. Paid Holidays

1. The following holidays will be observed as paid holidays for all eligible "Fiscal" employees:

- |                              |                              |                            |
|------------------------------|------------------------------|----------------------------|
| a. Presidents' Day           | f. Monday after Thanksgiving | k. Memorial Day            |
| b. July Fourth               | g. Easter Thursday           | l. Picnic Day (one of two) |
| c. Labor Day                 | h. Good Friday               | m. Prom Day                |
| d. Thanksgiving Day          | i. Easter Monday             |                            |
| e. Friday after Thanksgiving | j. Easter Tuesday            |                            |

Holiday time off for Christmas and New Years' shall match the school calendar for that particular time period.

2. If any of the listed holidays falls on a Saturday, the previous Friday will be considered the holiday. If any of the listed holidays fall on a Sunday, the following Monday will be considered the holiday.
3. If school is rescheduled and held on any of the above listed holidays or Saturday as the result of an emergency situation (weather cancellation of the original day, work stoppage, or other emergency situation), the employee will be required to work. The employee and immediate supervisor shall mutually agree on another day when the holiday may be observed.
4. All above holidays shall be compensated on the basis of a seven (7) hour day except July 4 and Picnic Day which shall be compensated on the basis of six and one-half (6-1/2) hour day.

#### **H. FMLA Leave**

A FMLA leave shall be granted to an employee as per District policy.

### **Article IV OTHER CONDITIONS OF EMPLOYMENT**

#### **A. Vacancy**

Whenever a vacancy or promotional position arises, the designated central office personnel shall promptly post notice of same, not less than ten (10) working days before the position is to be filled.

### **Article V WORK SCHEDULE**

#### **A. Work Day-Administrative Assistants**

1. Students/Teachers in Session: The work day shall consist of seven (7) hours exclusive of lunch.
2. Summer Hours: The work day shall consist of six and one-half (6-1/2) hours exclusive of lunch.
3. The starting and ending time of the work day shall be determined according to the schedule of the building in which the employee works.
4. A duty free lunch shall be included in the work day. The length of the lunch break (a minimum of thirty (30) minutes and a maximum of sixty (60) minutes) shall be mutually agreed upon between the employee and the immediate supervisor. Where mutual agreement cannot be reached, the immediate supervisor shall be responsible for setting the lunch period.
5. The work week shall consist of five (5) consecutive days, Monday through Friday, except when an emergency situation (work stoppage, weather, and energy shutdown) requires school to be rescheduled on a Saturday.

#### **B. Classroom Instructional Assistants**

Days/Hours worked will be the same as the instructional staff.

**C. Nurse Assistants**

Days worked will be the same as Student Instructional days. Hours worked will be determined by the Coordinator of Student Services.

**D. Emergency Shutdown**

When an emergency occurs and an employee is sent home before the end of the regular work day, the employee will suffer no loss in pay for that day.

**Article VI  
WAGES AND FRINGE BENEFITS**

**A. Appendices**

The salaries and fringe benefits payable throughout the life of this Agreement are fully set forth in Appendices "A" and "B", attached hereto and made a part thereof.

---

# APPENDICES

---

## Appendix "A" HOURLY RATE

### A. Central Office Administrative Assistants

	2015-2016	2016-2017
Administrative Assistant to the Superintendent and Human Resources	\$ 26.88	\$ 26.88
Administrative Assistant to Central Office	\$ 24.09	\$ 24.09
Administrative Assistant - Payroll/Benefit Specialist	\$ 21.77	\$ 21.77
Administrative Assistant - Accounts Payable Specialist	\$ 21.77	\$ 21.77
Administrative Assistant - PIMS Coordinator	\$ 15.00	\$ 15.00

### B. Building Administrative Assistants

	2015-2016	2016-2017
Administrative Assistant to Main Office - Building	\$ 21.03	\$ 21.03
Administrative Assistant to Guidance Office	\$ 21.03	\$ 21.03
Administrative Assistant to Athletic Office	\$ 21.03	\$ 21.03

1. In addition to the above rates, employees will be granted a ten cent (\$.10) per hour longevity raise for every five (5) years of completed service in the Greensburg Salem School District as of June 30, 2012. Effective July 1, 2012, the longevity raise will be frozen at the rate in affect as of June 30, 2012 for all current employees and is eliminated for all new employees.

An employee's longevity shall be calculated in the following manner:

- a. Administrative Assistants hired before January 1 in a given school year will have longevity calculated as if the previous July 1 were the hire date, or
- b. Administrative Assistants hired after January 1 in a given school year will have longevity calculated as if the following July 1 were the hire date.

### 2. Starting Salaries for New Employees

The starting salary for any new employee will be ninety percent (90%) of the established hourly rate of pay in the appropriate category and appropriate year. Upon the completion of one (1) full year of work with satisfactory evaluation, said employee will receive one hundred (100%) of the established hourly rate of pay in the appropriate category.

The District retains the right to pay any new employee more than the prescribed ninety percent (90%) should it choose to do so in order to employ a qualified individual.

**C. Nurse Assistants**

	2015-2016	2016-2017
Nurse Assistant	\$ 18.00	\$ 18.00

**D. Classroom Instructional Assistants**

	2015-2016	2016-2017
Classroom Instructional Assistants	\$ 27,776	\$ 27,776

**Appendix "B"  
FRINGE BENEFITS**

**A. Medical/Hospitalization/Prescription Coverage**

1. Throughout the term of this Policy, the District agrees to make available to all employees covered under this Policy, medical insurance, hospitalization, prescription coverage through a plan offered by the Westmoreland Intermediate Unit Rate Stabilization Health Consortium (henceforth designated as the Consortium).
2. The District will provide a Preferred Provider Organization (PPO), Highmark High Option PPO (PPO Blue) Option "A" or its equivalent as offered by the Consortium for all Administrative Assistants and their eligible dependents through the term of this Policy.

For all Classroom Instructional Assistants and Nurse Assistants the District will provide individual Preferred Provider Organization (PPO), Highmark High Option PPO (PPO Blue) Option "A" or its equivalent as offered by the Consortium through the term of this Policy.

All Classroom Instructional Assistants and Nurse Assistants are entitled to purchase Highmark High Option PPO (PPO Blue) Option "A" or its equivalent for the employee's spouse and eligible dependents paying for any and all costs above the individual coverage rate at the District rate while the individual is actively employed with the District.

Administrative Assistants, Classroom Instruction Assistants and Nurse Assistants will contribute toward the monthly premium as indicated on the table below.

	2015-16	2016-17
Monthly premium contribution for individual coverage:	\$57.00	\$57.00
Monthly premium contribution for husband/wife, parent/child(ren) and family coverage:	\$74.00	\$74.00

Each Administrative Assistant, Classroom Instructional Assistant and Nurse Assistant will have the option to purchase coverage at the level of Highmark PPO (PPO Blue) Option "E", or its equivalent as offered by the Consortium, for an additional payment of the actual cost difference between Option "A" and Option "E" or equivalent in the 2015-16 and 2016-2017 school year. This is in addition to the monthly premium contributions articulated above.

The District will deduct one-half (1/2) of the appropriate employee monthly premium contribution from each of the two (2) payroll checks an employee receives each month.



## **B. Health and Accident Insurance**

The District agrees to maintain its current group health and accident insurance coverage and pay nine dollars and fifty cents (\$9.50) per month per employee toward the premium cost thereof. Any employee desiring to carry an additional unit or portion thereof may do so at his/her own expense.

## **C. Life Insurance**

The District will provide its current life insurance coverage including Accidental Death and Dismemberment coverage.

The employer will provide term life insurance coverage in the amount of twenty thousand dollars (\$20,000.00) for all members of this unit.

## **D. Basic Dental**

The District will provide Blue Shield Basic Dental coverage and fully pay the premium cost thereof for all Administrative Assistants and their eligible dependents through the term of this Policy.

For all Classroom Instructional Assistants and Nurse Assistants, the District will provide individual Blue Shield Dental coverage and fully pay the premium cost thereof through the term of this Policy.

All Classroom Instructional Assistants and Nurse Assistants are entitled to purchase Blue Shield Basic Dental coverage for the employee's spouse and eligible dependents paying for any and all costs above the individual coverage rate at the District rate while the individual is actively employed with the District.

Oral Surgery - Family Prosthetics - Family

Periodontics - Family Orthodontics - Family

## **E. Vision Plan**

The District will provide a vision plan administered by the National Vision Administrator. Benefit: UCR for participating providers and fully pay the premium cost thereof for all Administrative Assistants and their eligible dependents through the term of this Policy.

For all Classroom Instructional Assistants and Nurse Assistants, the District will provide individual vision plan administered by the National Vision Administrator. Benefit: UCR for participating providers and fully pay the premium cost thereof through the term of this Policy.

All Classroom Instructional Assistants and Nurse Assistants are entitled to purchase vision plan administered by the National Vision Administrator for the employee's spouse and eligible dependents paying for any and all costs above the individual coverage rate at the District rate while the individual is actively employed with the District.

## F. Upon Retirement

Upon retirement, employees who have completed at least twenty-five (25) years of service, at least ten (10) of which are in the District, and who are at least sixty (60) years of age; or who have completed thirty-five (35) years of service, at least fifteen (15) of which are in the District, and who are of any age, are entitled to:

1. Five thousand dollars (\$5,000) life insurance coverage for which the said retiree will pay the premium at the District retiree rate. Employees, who were hired by the District prior to January 1987, will be required to pay the premium at the District group rate.
2. Individual Highmark High Option PPO (Option "A"), or its equivalent as offered by the Consortium, to Medicare age. The District will pay the amount of the monthly premium in effect at the time of the employee's retirement and all subsequent monthly premium increases minus the amount of the active employee contribution (co-payment) and the amount reimbursable to the employee from PSERS. The District agrees to credit the reimbursement from PSERS toward the required co-payment. Should the amount of the co-payment exceed the PSERS reimbursement, the retiree will pay the difference.
3. Purchase, at the retiree's sole discretion and expense, PPO Option "E". The retiree will pay the full difference in monthly premium between the individual PPO Option "A" and the individual PPO Option "E".
4. Purchase coverage for the retiree's spouse and eligible dependents until the retiree reaches Medicare age with said retiree paying any and all costs above the individual coverage rate at the District rate plus two (2) percent.

-----End -----

*Adopted by the  
Greensburg Salem School District  
Board of Education  
September 9, 2015.*

GSSD/leg/jjm

# GREENSBURG SALEM SCHOOL DISTRICT

## EMPLOYEES

### 300 SALARY DETERMINATION - PROFESSIONAL EMPLOYEES

CODE 330

#### SECTION 1. AUTHORITY

Salaries for professional employees shall be approved by the Board of School Directors, and shall be in accordance with the terms of applicable collective bargaining agreements and comply with any minimum salary and salary increment provisions required by law.

Salaries for new and inexperienced employees and for experienced employees new to the district, as well as salary adjustments that result from earning advanced degrees, shall be determined in accordance with applicable collective bargaining agreements and applicable law.

#### SECTION 2. DELEGATION OF RESPONSIBILITY

Implementation of the collective bargaining agreement and individual contracts regarding employee salaries shall be the responsibility of the Superintendent or his/her designee.

The Superintendent is authorized, at his/her discretion, to credit past experience of an applicant for determination of salary.

#### References:

School Code – 24 P.S. Sections 1141-1152, 1162, 1164

**Policy Adopted:**

# GREENSBURG SALEM SCHOOL DISTRICT

## EMPLOYEES

### 300 REIMBURSEMENT FOR JOB-RELATED EXPENSES, TRAVEL, MEALS AND LODGING

CODE 331

#### SECTION 1. AUTHORITY

The Board of School Directors recognizes that actual and necessary expenses, including travel expenses, are incurred by administrative, professional and classified employees in the course of performing services for the District. In addition, the Board of School Directors encourages employees to attend meetings, conferences or workshops within and outside the District that support District goals.

Employees incurring said expenses in the course of their work will be reimbursed.

#### SECTION 2. DELEGATION OF RESPONSIBILITY

The Superintendent/Business Manager will report reimbursed expenses of employees to the Board of School Directors.

#### SECTION 3. GUIDELINES

##### Routine Travel

1. Employees will be reimbursed for travel expenses when one's personal vehicle is used for travel between buildings, if travel is authorized by their immediate supervisor.
2. A Greensburg Salem School District Request for Mileage Reimbursement Form needs to be turned in to the Coordinator of Elementary Education and/or Coordinator of Secondary Education within ten (10) working days from the last working day of the month in order to receive reimbursement.
3. Use of a personal vehicle requires that liability insurance be provided by the employee.

4. Use of a personal vehicle for approved purposes is reimbursable at the current IRS rate per mile approved by the Board of School Directors.

### **Non-Routine Travel**

#### **Conferences/Meetings/Workshops outside the District**

1. A Greensburg Salem School District Personnel Conference/Meetings/Workshop Request Form must be submitted for approval at least **fifteen (15) school days** prior to the travel dates and **ten (10) school days** prior to the Board of School Directors meeting immediately preceding the proposed trip.
2. The form should be submitted to the Building Principal who will submit it to the Coordinator of Elementary Education and/or the Coordinator of Secondary Education.
3. The Superintendent and Business Manager will meet to address the availability of funds.
4. The employee will be notified of the disposition.
5. After the event has taken place, the employee should submit an Expense Summary for Conferences/Meetings/Workshops with all receipts/bills attached.
6. Employees are expected to travel by the most economical means feasible.
7. Mileage will be reimbursed at the IRS rate.
8. Reimbursement will be made for mileage to the site of the Conference/Meeting/Workshop from the school building where the trip originates for any travel occurring on a day in which the employee would normally have traveled to that building for work unless the actual mileage is less. On days in which the employee is traveling on District business on which s/he would not normally report to work, mileage will be paid from the employee's home.

9. Meals will be reimbursed when travel requires the employee to stay overnight, as part of the conference registration or is part of a business meeting fee.
10. Dinner will be reimbursed if a meeting attended ends at a time that prohibits the employee returning to Greensburg prior to 6:00 P.M.
11. A tip not to exceed twenty (20%) percent may be justified and included in the meal charge.
12. Meals and tips should not exceed what a person would ordinarily spend if they were traveling at their own expense. The District shall reimburse for breakfast, lunch and dinner expenses only and will not reimburse for any personal purchases or snacks while on official travel.
13. Receipts must be provided for all transportation (turnpike fees, parking), lodging and meals. Expense Summary for Conferences/Meetings/Workshops Form must be redeemed within one (1) month of the conference/meeting/workshop. Anything longer than one (1) month may not be reimbursed.
14. All receipts must be itemized with restaurant/hotel name, location, date and the amount of expense and signed/initialed by the appropriated budget head. When paying with a credit card the submittal of a credit card summary is not permissible. A detailed credit card receipt must be submitted or reimbursement will not be allowed.
15. Personal telephone calls will not be reimbursed.
16. Rental car expenses may be reimbursed if prior approval of the Superintendent was received and proper receipts are submitted.
17. Dues for organizational memberships are not reimbursable under travel expenses.
18. Under no circumstances are expenses for alcoholic beverages reimbursable.
19. If a Conference/Meeting/Workshop becomes available after the scheduled Board meeting, the Superintendent may approve said event if it:

- A. aligns to District goals, and
- B. fits within budgetary constraints.

The Superintendent will present such event for confirmation of payment at subsequent Board meeting.

#### **Travel Advance**

1. A travel advance may be requested when an employee cannot be expected to advance the total fund required for travel.
2. An advance on travel expenses may be requested for meals, lodging, and transportation expenses (either mileage for use of privately owned vehicles or fares for common carriers).
3. A travel advance can be obtained by completing a Greensburg Salem School District Request for Advanced Payment Form listing the estimated mileage, meals, hotel expense (including the name, location and dates of the meeting) to the Coordinator of Elementary Education and/or Coordinator of Secondary Education no fewer than ten (10) school days prior to the date of the departure for the trip.
4. Travel advances are allowed if requested and approved. The amount of the travel advance will be limited to 90% of the estimated out-of-pocket expenses and must be over \$50.00.
5. Final accounting of the travel advance should be completed on an Expense Summary for Conferences/Meetings/Workshops Form and returned to the Coordinator of Elementary Education and/or Coordinator of Secondary Education within ten (10) working days of the date of the travel. Receipts must be provided for all transportation, lodging and meals listed on the Request for Advance Payment Form. Failure to provide a receipt will result in a loss of reimbursement.

#### **Attendance**

Attendance at District approved events outside the District shall be without loss of regular pay, otherwise stipulated prior to attendance.

### **Travel Reimbursement With Federal Funds**

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of a grant recipient. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the recipient's non-federally funded activities and in accordance with the travel reimbursements practices of Greensburg Salem School District.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable. In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the District's established policy.

**Board Policy 331 incorporates, thereby replaces/eliminates old Board Policy 300.25 Reimbursement for Job-Related Expenses for Travel, Meals and Lodging Policy**

**Policy Adopted: August 8, 2008  
Revised: April 8, 2015  
Revised:**



# GREENSBURG SALEM SCHOOL DISTRICT

## EMPLOYEES

### 300 UNPAID CHILD REARING LEAVE

CODE 336

#### SECTION 1. PURPOSE

An employee who has used a Family and Medical Leave under the Family and Medical Leave Act (FMLA) for the birth, adoption or foster care of a child may request additional unpaid time for child rearing purposes.

The employee shall file a written request for said leave. The request should include the anticipated beginning and ending dates of the leave.

#### SECTION 2. GUIDELINES

##### Adoption

The Board of School Directors, may at its discretion and based upon specific circumstances of the case, grant a paid child rearing leave when the employee is the primary care giver for an adopted child three years or younger and the child's physician determines and states in writing that said leave is needed for the wellbeing of the adopted child and the employee has accrued days. In this situation, the paid child rearing leave will be limited to a period not to exceed thirty (30) consecutive school days and must include the day the actual adoption becomes effective.

##### Duration

- a. The unpaid child rearing leave may be up to one (1) year from the effective date.
- b. An employee can return to work after giving twenty (20) working days written notice following the termination of the pregnancy, provided the attending physician certifies as to the employee's ability to resume full work requirements.
- c. Salaries, wages, or credit reimbursements payable before and after the approved leave shall be determined on a pro-rated daily basis considering the beginning and ending dates of the leave.

- d. All salaries and fringe benefits will be suspended during the leave. Fringe benefits however, may be retained at the option of the employee by voluntary premium payments by the employee to the District with approval of the carrier.
- e. No seniority rights, pension rights, or years of service credit shall accrue during an unpaid child rearing leave of more than twenty (20) days.
- f. Credit reimbursement payments shall be paid on a prorated basis according to the number of days worked.
- g. Any unpaid child rearing leave of less than twenty-one (21) days shall not result in the suspension of fringe benefits or credit reimbursement.
- h. Unless an approved unpaid child rearing leave is granted, an employee absent from work after the use of all accumulated sick leave, personal leave, and/or vacation days shall be terminated thirty (30) days after the last day for which the employee was paid unless contrary to law.

#### **Return from Leave**

Upon return from an unpaid child rearing leave:

- a. The employee shall be offered the position the employee held before going on leave or a substantially equivalent position for which the employee qualifies.
- b. An employee who has worked at least sixty (60) days in a contract year will receive one-half (1/2) year credit for placement on the salary schedule and receive one-half (1/2) the appropriate salary increment provided for instructional employees.
- c. An employee who has worked at least one hundred-twenty (120) days in a contract year will receive credit for a full year of service for placement on the salary schedule and will receive the appropriate salary increment provided for instructional employees.
- d. Employees who earn an hourly wage will be placed in the proper job classification and receive the appropriate wage rate for that classification regardless of the term of the leave.

**336**

- e. Personal leave, sick leave, and vacation days earned will be prorated considering the beginning and ending dates of the leave.

**Board Policy 336 incorporates, thereby replaces/eliminates old Board Policy 300.7 Maternity Leaves and 300.9 Unpaid Leaves**

**References:**

School Code – 24 P.S. Section 1154

**Policy Adopted:**

# GREENSBURG SALEM SCHOOL DISTRICT

## EMPLOYEES

### 300 UNPAID LEAVES

**CODE 339**

#### SECTION 1. PURPOSE

The Board of School Directors recognizes that in certain situations an employee may request extended leave for personal reasons and the District could benefit from the return of the employee.

#### SECTION 2. AUTHORITY

The Board of School Directors reserves the right to specify the conditions under which uncompensated leave may be taken.

#### SECTION 3. GUIDELINES

##### Notification

- a. The employee shall file a written request for an unpaid leave through the Superintendent's office.
- b. The employee's request should include the beginning and ending dates of the leave, as well as the reason(s) the leave is necessary.
- c. The request should be submitted at least thirty (30) calendar days before the leave is to begin.

##### Duration

- a. Leaves up to and including twenty (20) workdays shall be considered for approval by the Superintendent.
- b. Leaves of twenty-one (21) work days or more shall be considered for approval by the Board of School Directors.
- c. The leave may be up to one (1) year from the effective date. Extension of this leave is at the discretion of the Board of School Directors.

- d. Salaries, wages, or credit reimbursements payable before and after the approved leave shall be determined on a prorated basis considering the beginning and ending date of the leave.
- e. All salaries and fringe benefits will be suspended during the term of the leave. Fringe benefits, however, may be retained by voluntary individual premium payments by the employee to the District with the approval of the carrier.
- f. No seniority rights, pension rights, or years of service credit shall accrue during an unpaid leave of more than twenty (20) days.
- g. Credit reimbursement payments shall be paid on a prorated basis according to the number of days worked.
- h. Any unpaid leave of less than twenty-one (21) days shall not result in the suspension of fringe benefits or credit reimbursement.
- i. Unless an approved unpaid leave is granted, an employee absent from work after the use of all accumulated sick leave, personal leave, and/or vacation days, shall be terminated thirty (30) days after the last day for which the employee is paid unless contrary to the law.

#### **Return from Leave**

Upon return from an unpaid child rearing leave:

- a. The employee shall be offered the position the employee held before going on leave or a substantially equivalent position for which the employee qualifies. All benefits shall be reinstated.
- b. An employee who has worked at least sixty (60) days in a contract year will receive one-half (1/2) year credit for placement on the salary schedule and receive one-half (1/2) the appropriate salary increment provided for instructional employees.
- c. An employee who has worked at least one hundred-twenty (120) days in a contract year will receive credit for a full year of service for placement on the salary schedule and will receive the appropriate salary increment provided for instructional employees.

**339**

- d. Employees who earn an hourly wage will be placed in the proper job classification and receive the appropriate wage rate for that classification regardless of the term of the leave.
- e. Personal leave, sick leave, and vacation days earned will be prorated considering the beginning and ending dates of the leave.

**Other**

The School District will pay the fringe benefits for professional employees during the summer months (June, July and August) if they have worked a maximum of ninety (90) days during the school year. Employees who retire at the end of the first semester will **not** have their benefits paid for the summer months following their retirement.

**Board Policy 339 incorporates, thereby replaces/eliminates old Board Policy 300.7 Maternity Leaves and 300.9 Unpaid Leaves**

**References:**

School Code – 24 P.S. Section 1154

**Policy Adopted: January 15, 1980**  
**Revised: January 15, 2003**  
**Revised:**

# GREENSBURG SALEM SCHOOL DISTRICT

## BOARD POLICY MANUAL TABLE OF CONTENTS

### **600        FINANCES**

626        Federal Fiscal Compliance

# GREENSBURG SALEM SCHOOL DISTRICT

## FINANCES

### 600 FEDERAL FISCAL COMPLIANCE

CODE 626

#### SECTION 1. AUTHORITY

The Superintendent, or designee, shall review and approval all applications for federal funds submitted by the District.

#### SECTION 2. DELEGATION OF RESPONSIBILITY

The Board of School Directors designates the Coordinator of Federal Programs as the District contact for Titles I, II, III, the Coordinator of Student Services as the contact for IDEA and Medical Assistance programs/funding, and the Business Manager, or designee, as the District contact for Food Services programs/funding and all remaining federal programs/funding.

The Superintendent or designee shall develop administrative regulations governing the procurement, use, management, and disposal of goods, materials and equipment purchased with federal grant funds. At a minimum, the administrative regulations shall provide procedures to ensure:

- a. Expenditures of federal grant funds are completed in accordance with federal requirements.
- b. Title to and control of location, custody, and security of equipment and/or property purchased with federal funds are maintained.

The Business Manager, Coordinator of Federal Programs and Coordinator of Student Services shall track and document all federal program expenditures and verify budgetary information required for those programs.



DRAFT

**References:**

Code of Federal Regulations – 2 CFR Sections 200.61, 200.302(b)

**Policy Adopted:**

# GREENSBURG SALEM SCHOOL DISTRICT

## BOARD POLICY MANUAL TABLE OF CONTENTS

### **800      OPERATIONS**

808	Food Services
815	Technology Resources and Acceptable Use
827	Conflict of Interest
828	Financial and Fiscal Propriety

# GREENSBURG SALEM SCHOOL DISTRICT

## OPERATIONS

### 800 FOOD SERVICES

CODE: 808

#### SECTION 1. PURPOSE

The Board of School Directors recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board of School Directors directs that students shall be provided with adequate space and time to eat meals during the school day.

#### SECTION 2. AUTHORITY

The Board of School Directors shall provide food service for school breakfasts and school lunches that meets the nutritional standards required by state and federal school breakfast and lunch programs.

A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Board of School Directors for its approval.

Food sold by the school may be purchased by students and district employees but only for consumption on school premises and at the greatest price charged a student plus an amount representing the portion of the cost paid from local, state and federal assistance.

#### SECTION 3. DELEGATION OF RESPONSIBILITY

Operation and supervision of the food services program shall be the responsibility of the Business Manager.

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Business Manager and auditor and approved by the Board of School Directors.

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.

To reinforce the District's nutrition education program, foods served in school cafeterias shall:

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet nutritional standards specified in laws and regulations.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

#### **SECTION 4. GUIDELINES**

Surplus accounts shall be used only for the improvement and maintenance of the food service program.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the Food Service Account, a special bank account, in the same manner as other District funds. Such funds shall be expended in the manner approved and directed by the Board of School Directors, but no amount shall be transferred from the Food Service Account to any other account or fund, except that District advances to the food service program may be returned to the District's general fund from any surplus resulting from its operation.

The District shall participate in the Federal School Breakfast Program and the Federal School Lunch Program.

#### **Free/Reduced-Price Meals**

The District shall provide free and reduced-price meals and milk to students in accordance with terms of the National School Lunch and National Breakfast Programs.

The District shall inform parents/guardians of the eligibility standards for free and reduced-price meals.

Reasonable efforts shall be made to provide equal treatment for and protect the identity of students receiving free or reduced-price meals.

808

A parent/guardian shall have the right to appeal a decision regarding his/her application for free or reduced-price food services to the Superintendent.

References:

School Code – 24 P.S. Sections 504, 1335, 1337

Code of Federal Regulations – 7 CFR Parts 201, 220, 246.24

**Policy Adopted:**

## GREENSBURG SALEM SCHOOL DISTRICT

### OPERATIONS

#### **800 TECHNOLOGY RESOURCES AND ACCEPTABLE USE**

**CODE: 815**

Technology resources include telecommunications systems, computer networks (the Greensburg Salem School District Network), Internet access, email, Cloud storage, online hosted services, computer hardware, and software. The following serves as a policy of the Greensburg Salem School District regarding the use and monitoring of the District's technology resources. This policy is applicable both to internal Greensburg Salem School District Network use as well as external communications. This policy will serve as a guide for acceptable use of District technology resources as well as an Internet Safety Policy (ISP). As a public school entity receiving federal funds, this Policy is also required for purposes of complying with the Child Internet Protections Act (CIPA) and regulations adopted by the Federal Communications Commission (FCC). To comply with FCC regulations, the District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. This policy may be revised or amended subject to School Board approval.

#### **PRIVILEGE/NOT A RIGHT**

1. The Greensburg Salem School District establishes that use of technology resources is a privilege, and not a right. Inappropriate, unauthorized and illegal use may result in cancellation of those privileges and/or appropriate disciplinary action.
2. Greensburg Salem School District's technology resources are not a public forum.

#### **ACCEPTABLE USE GUIDELINES AND REQUIREMENTS**

1. Technology resources will be used to support the functions of the Greensburg Salem School District, its curriculum, the educational community, projects between schools, and communication and research for School District administrators, teachers and students.
2. Technology resources will not be used for illegal activity, transmitting offensive materials, hate mail, and discriminatory remarks or obtaining, transmitting or otherwise communicating indecent, profane, obscene or pornographic material, as well as material harmful to minors.

3. Technology resources will not be used for profit purposes, lobbying or advertising on behalf of any individual or employee of Greensburg Salem School District without the express written consent of the Greensburg Salem School District.
4. Technology resources will not be used for any political purpose including but not limited to the promotion of any candidate for office, political party affiliation, political views or fundraisers.
5. Use of technology resources for entertainment purposes is strictly prohibited. To minimize unnecessary bandwidth use: computers, the network and the Internet should not be used for playing or distributing games, downloading music, making travel arrangements nor for similar non-work related and non-educational purposes.
6. Use of technology resources for fraudulent or illegal copying, communication, taking or modification of material or any other activity in violation of copyright or other laws is prohibited and will be referred to the proper authorities.
7. Networks shall not be used to disrupt the work of others; hardware or software shall not be destroyed, modified or abused in any way.
8. Network accounts are to be used only by the authorized owner of the account only for purposes acceptable within this policy.
9. In order to maintain a high level of security on the Local Area Network (LAN), all network users must update their passwords at least every thirty (30) days. Passwords must be at least eight characters in length and include alpha, numeric and special characters.
10. Email user accounts may be provided for students in grades 6-12, District staff, contracted staff and officials only. Students in grades K-5 may receive email accounts under special circumstances for communication within advanced coursework provided parent and school principal permission is obtained. The use of unauthorized "web-based" email accounts (such as Hotmail) by anyone through Internet access is prohibited. Unauthorized student users shall not use email or access personal email without receiving permission from an administrator.
11. All email messages sent and received using District issued accounts shall be archived for one year. The District has the right to view email messages and/or

use specialized scanning software to review email messages. No right to privacy is implied or should be assumed.

12. Email communications that violates this or any other District policy may result in disciplinary action or reporting to the proper authorities in the event the message may violate local, state, or federal law.
13. Students cannot use email accounts to send mass email messages or chain email messages. All student email messages should be regarding specific coursework, school project, school related activity or appropriate communication with teachers or administrators and not exceed a distribution greater than thirty (30) recipients.
14. Diligent effort must be made to delete mail daily from personal mail directories to avoid unnecessary use of server disk space.
15. The unauthorized disclosure, use or dissemination of personal information regarding yourself, others and minors is prohibited.
16. The use of software or network resources to "broadcast" messages is prohibited with the exception of network administrators.
17. Accessing chat rooms are strictly prohibited with exception of teacher facilitated and monitored classroom activities.
18. As minors, student safety is always a priority. When communicating over the Internet, personal information such as your real name, address, phone number or social security number should never be provided.
19. Diligent effort must be made by individual users to periodically delete obsolete files from their own network file server directory provided through their user name.
20. Hacking is strictly prohibited. Users shall not intentionally seek information, obtain copies of or modify files, other data, or passwords belonging to other users, or misrepresent other users in the network. Users shall likewise not attempt to access areas or resources on the network that the network systems administrator has not directly given them access to.
21. Uploading, downloading, installation, or use of unauthorized games, programs, files or other electronic media is prohibited.



22. Users are not permitted to store executable (\*.exe) within emails or user network directories in order to maintain a high level of anti-virus protection.
23. The illegal use of copyrighted software is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.
24. Impersonation of another user, anonymity and pseudonyms is prohibited.
25. Cyber bullying is strictly prohibited. Cyber bullying is the use of technology to create, post, send or transmit text, pictures, audio or video by an individual or group that is intended to deliberately harm others emotionally, socially or physically.

#### **MONITORING NOTIFICATION**

1. There is no expectation of privacy for a user of Greensburg Salem School District's technology resources, including Internet access, email and other Internet-based communication tools.
2. User shall have no expectation of privacy in anything created, stored, sent or received on a school computer or through the District network.
3. Greensburg Salem School District retains the right to randomly or specifically monitor without prior notice any person's use to ensure that the technology resources are being used properly, to ensure that they are used in compliance with CIPA or to prevent waste and misuse, for purposes of maintenance, and/or with reasonable cause to suspect misuse of the technology resources. This monitoring includes access in files and communications.
4. All communication systems, communications and stored information whether created, transmitted, received, or contained using the District's information systems are the District's property and are to be used solely for school or job-related purposes.
5. The Internet, District networks and email are not guaranteed to be private. People who operate the systems do have access to all email and files. Messages relating to, or in support of, illegal activities may be reported to the authorities when appropriate.
6. The Greensburg Salem School District, at its discretion, reserves the right to log Internet use in terms of time and content and to monitor file server disk space utilization by users.

7. From time to time, the Greensburg Salem School District will make determination on whether specific uses of the Internet and network are consistent with this policy and notify users of the same.

### **SAFETY AND SECURITY**

1. Security on any computer system is a high priority because there are so many users. If any network user identifies a security problem, he/she must notify the system administrator or a teacher at once without discussing it or showing it to another user.
2. Any user who receives threatening or unwelcome communications shall report such immediately to a teacher or administration.
3. Any school computer or server utilized by a student or staff member shall be equipped with a technology protection measure that blocks or filters Internet access to materials that are obscene, child pornographic, or harmful to minors (as those terms are from time to time defined by CIPA).
4. Internet safety measures shall effectively address the following:
  - A. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
  - B. Safety and security of minors when using electronic mail, and other forms of direct electronic communications.
  - C. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
  - D. Unauthorized disclosure, use and dissemination of personal information regarding minors.
  - E. Restriction of minors' access to materials harmful to them.
5. The technology protection measure (filtering software) may be disabled by a member of the technology department for "bonafide" research purposes to be undertaken by an adult, provided the adult is not a secondary student.
6. A member of the technology department may override the technology protection measure (filtering software) for a student to access a site with legitimate educational value that is blocked by the technology protection

measure, provided access is not given to any obscene, child pornographic or other material harmful to minors.

7. Users cannot attempt to bypass safety measures and filters that are in place. Bypassing these safety measures may result in the loss of access privileges or other disciplinary action.

#### **VIOLATIONS, LIMITATION OF LIABILITY AND ACKNOWLEDGEMENT**

1. The user shall be responsible for any and all damages to the Greensburg Salem School District's equipment, systems, and software resulting from deliberate or willful acts and/or negligent acts.
2. Failure to follow the procedures listed above by students of the Greensburg Salem School District may result in suspension or loss of the right to access the Internet, to use the Greensburg Salem School District's computer technology, and be subject to other disciplinary actions including but not limited to, expulsion.
3. Violations of this policy and procedures by employees of the Greensburg Salem School District may result in suspension or loss of the right to access the Internet, to use the Greensburg Salem School District's computer technology, and be subject to discipline including, but not limited to, dismissal.
4. The following conduct may be reported to the appropriate legal authorities for prosecution: illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations, or theft of services.

#### **DISCLAIMER**

1. The electronic information available to students and staff does not imply endorsement by the District of the content, nor does it imply the District guarantees the accuracy of information received.
2. The District shall not be responsible for any information that may be lost, damaged or unavailable when using the technology resources or for any information that is received via the Internet.
3. The District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
4. In no event shall the Greensburg Salem School District be liable for any damage, whether direct or indirect, special or consequential, arising out of the

use of the Internet, accuracy or correctness of databases or information contained therein, or related directly or indirectly to any failure or delay of access to the Internet and District technology resources.

5. The Greensburg Salem School District may terminate the availability of the Internet and network accessibility at its sole discretion.

#### **USER AGREEMENT**

1. All students who wish to use the technology resources and the Internet must sign an acknowledgment of receipt and agreement with this policy. Student and parent/guardian signatures in the student handbook indicate both the student and parent(s)/guardian(s) agree to abide by the rules set forth by this policy and the acceptable use of technical resources through Greensburg Salem School District. Handbook parent/guardian and student signatures will be maintained in the office suite of each individual building and/or homeroom teacher.
2. Employees, interns, student teachers, or outsourced service employees wishing to use District technology resources and the Internet must sign an "Acceptable Use of Technology" agreement form, which will be kept on file in the Administration Building Human Resource Office. Copies of this policy can be found in the employee handbook.

#### **CIPA COMPLIANCE STATEMENT**

1. Pursuant to this policy, the School Board has established that any information that is obscene, child pornographic or harmful to minors, all is defined by the Child Internet Protections Act (CIPA), is inappropriate for access by minors.
2. The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the District's computers are being used for purposes prohibited by law or this policy. The procedure may include but not be limited to:
  - A. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornographic, harmful to minors with respect to use by minors, or determined by the Board or Administration to be inappropriate for use at school or work.
  - B. Maintaining and securing usage logs.

C. Monitoring online activities.

**Board Policy 815 incorporates, thereby replaces/eliminates old Board Policy 400.35 Computer Policy and incorporates/renumbers old Board Policy 400.36 Technology Resources and Acceptable Use Policy**

References:

Pennsylvania School Code – 24 P.S. Section 1303.1-A

Pennsylvania Crimes Code – 18 PA C.S.A. Sections 5903, 6312

State Board of Education Regulations – 22 PA Code Section 403.1

Child Internet Protection Act – 24 P.S. Section 4601 et seq.

The Consolidated Appropriates Act - P.L. 105-554 Sections 1711, 1721, 1732

Rental of Software - P.L. 101-650,

Federal Copyright Law (1976) - P.L. 94-553 Section 107

Enhancing Education Through Technology Act of 12001 – 20 U.S.C. Section 6777

Federal Communication Act – Internet Safety 47 U.S.C. Section 254

United States Copyright Law 17 U.S.C. Section 101 et seq.

Children's Internet Protection Act Certifications, Title 47, Code of Federal Regulations  
– 47 CFR Section 54.520

Title XVII, Children's Internet Protection Act

Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Section 2256

Board Policy – 103, 104, 220, 233, 317, 348, 815.1

**Policy Adopted: June 25, 2008**

**Revised: August 10, 2011**

**Revised: Retroactive to June 27, 2012**

**Revised: May 20, 2015**

**Revised:**

GREENSBURG SALEM SCHOOL DISTRICT

**ADMINISTRATIVE GUIDELINES FOR POLICY 815  
TECHNOLOGY RESOURCES AND ACCEPTABLE USE GUIDELINES  
STUDENT**

This is your Agreement with the Greensburg Salem School District regarding Technology Resources and Acceptable Use Guidelines including the Internet. You should read this page carefully.

**STUDENT:** I understand that Greensburg Salem School District's Technology Resources and Acceptable Use Guidelines are provided for educational purposes only. By logging on to the Greensburg Salem School District's network, I am acknowledging that I have received a copy of the Greensburg Salem School District's Technology Resources and Acceptable Use Guidelines Policy 400.36.1 and that I have familiarized myself with its contents. The Technology Resources and Acceptable Use Guidelines Policy 400.36.1 are considered part of this Agreement. I agree that I will use these resources, the Internet and email only for educational purposes, and I will not misuse it by accessing areas that are explicitly non-educational. Misuse can come in many forms, including, but not limited to, such actions as pornography, racism, sexism, illegal solicitation or other illegal actions, inappropriate and vulgar language, destruction of equipment, unauthorized access to files, disclosure of personal information, hacking, as well as any other use that in the opinion of the District does not further an educational purpose. I understand that if I have any question as to whether a particular use of technology resources or the Internet is inappropriate, I should consult with the appropriate representative of the District before proceeding with the questionable use. I understand that I am solely responsible for my conduct and the appropriate use of the Internet, email, Technology Resources and Acceptable Use Guidelines.

I have been informed by the District and understand that the District, in its discretion, may use software or other devices to block out unacceptable Internet sites and that under no circumstances will I attempt to bypass this protection measure. The District, in its discretion, may also monitor my use of the Internet and email in terms of both time and subject matter. I fully understand that this is not a representation or guarantee by the District that all unacceptable sites will be eliminated. I understand that the use of such methods by the District will in no way relieve me of my responsibility as set forth in this Agreement and Policy 400.36.1 and that I am responsible for my own conduct and will not misuse the Internet, email, or other technology resources. I also recognize the seriousness of cyber bullying and realize that I am responsible for my actions both in and out of school that may affect the school climate, educational process, or health and welfare of other students or staff.

I understand and will abide by the provisions of this contract. I further understand that the use of the Internet is a privilege, and that any inappropriate use of the Internet, email, or technology resources or violation of the rules and regulations for the use of the Internet may result in disciplinary action in accordance with the District's Disciplinary Code, the revoking of my access privileges and/or user's account, and any other appropriate actions, including legal actions, that the District deems advisable. I will not hold the Greensburg Salem School District responsible for or legally liable for materials distributed from or acquired through the Internet. I also agree to report any misuse of the Internet, email, or technology resources to my teacher, the building principal, or the Coordinator of Technology. With my signature and/or the signature of my parent/guardian on the Student/Parent Handbook sign-off sheet, I acknowledge that I have read Policy 815 and that I am responsible to adhere to the contents of Policy 815.

GREENSBURG SALEM SCHOOL DISTRICT

**ADMINISTRATIVE GUIDELINES FOR POLICY 815  
TECHNOLOGY RESOURCES AND ACCEPTABLE USE GUIDELINES  
AND REQUIRED SIGNATURES  
EMPLOYEE**

This is your Agreement with the Greensburg Salem School District regarding Technology Resources and Acceptable Use Guidelines, including the Internet. You should read this page carefully.

**EMPLOYEE:** I understand that Greensburg Salem School District's Technology Resources and Acceptable Use Guidelines are provided for educational purposes only. By logging on to the GSSD network, I am acknowledging that I have received a copy of the Greensburg Salem School District's Technology Resources and Acceptable Use Guidelines Policy 815 and that I have familiarized myself with its contents. The Technology Resources and Acceptable Use Guidelines Policy 815 are considered part of this Agreement. I agree that I will use these Resources, the Internet and email only for educational purposes, and I will not misuse it by accessing areas that are explicitly non-educational. Misuse can come in many forms, including, but not limited to, such actions as pornography, racism, sexism, illegal solicitation or other illegal actions, inappropriate and vulgar language, destruction of equipment, unauthorized access to files, disclosure of personal information, hacking, as well as any other use that in the opinion of the District does not further an educational purpose. I understand that if I have any question as to whether a particular use of Technology Resources or the Internet is inappropriate, I should consult with the appropriate representative of the District before proceeding with the questionable use. I understand that I am solely responsible for my conduct and the appropriate use of the Internet and Technology Resources and Acceptable Use Guidelines.

I have been informed by the District and understand that the District, in its discretion, may use software or other devices to block out unacceptable Internet sites and that under no circumstances will I attempt to bypass this protection measure. The District, in its discretion, may also monitor my use of the Internet and email in terms of both time and subject matter. I fully understand that this is not a representation or guarantee by the District that all unacceptable sites will be eliminated. I understand that the use of such methods by the District will in no way relieve me of my responsibility as set forth in this Agreement and Policy 400.36.1 and that I am responsible for my own conduct and will not misuse the Internet, email, or technology resources. I also recognize the seriousness of cyber harassment and realize that I am responsible for my actions both in and out of school that may affect the school climate, educational process, or health and welfare of students or staff.

GREENSBURG SALEM SCHOOL DISTRICT

**ADMINISTRATIVE GUIDELINES FOR POLICY 815  
TECHNOLOGY RESOURCES AND ACCEPTABLE USE GUIDELINES  
AND REQUIRED SIGNATURES**

Adopted: June 25, 2008  
Revised: August 10, 2011  
Revised: Retroactive to June 27, 2012  
Revised: May 20, 2015  
Revised:

I understand and will abide by the provisions of this contract. I further understand that the use of the Internet is a privilege, and that any inappropriate use of the Internet, technology resources or violation of the rules and regulations for the use of the Internet may result in disciplinary action in accordance with the District's Disciplinary Code, the revoking of my access privileges and/or user's account, and any other appropriate actions, including legal actions, that the District deems advisable. I will not hold the Greensburg Salem School District responsible for or legally liable for materials distributed from or acquired through the Internet. I also agree to report any misuse of the Internet to an Administrator.

I accept full responsibility for my use of the Internet account either in or out of the Greensburg Salem School District setting. This form shall be used by all non-student access requests.

**CHECK ALL THAT APPLY:** ☐ **Network** ☐ **Email** ☐ **CSIU**

Employee's Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_

School Name \_\_\_\_\_ Position \_\_\_\_\_

-----  
This section for student teachers and interns only

☐ I am a student teacher or intern at Greensburg Salem School District

Supervising Teacher: \_\_\_\_\_  
Print Name Signature

College/University: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

-----  
Human Resources Office \_\_\_\_\_ Date \_\_\_\_\_

(This signature form is to be maintained in the administration building's Human Resources Department)



## **TECHNOLOGY RESOURCES AND ACCEPTABLE USE GUIDELINES POLICY 815**

Adopted: June 25, 2008  
Revised: August 10, 2011  
Revised: Retroactive to June 27, 2012  
Revised: May 20, 2015  
Revised:

### **GREENSBURG SALEM SCHOOL DISTRICT GUIDELINES BLOGS, WIKI'S, ELECTRONIC BULLETIN BOARDS AND SIMILAR WEB TOOLS**

Greensburg Salem School District recognizes the benefits of using Internet based applications to assist students and teachers to communicate with each other for educational purposes as an extension of classroom activities and professional development. For the student, blogs, wiki's, electronic bulletin boards and similar tools, provide an opportunity to provide commentary regarding a topic or unit of study that is engaging. Posts may combine text, pictures, video and audio attachments. For the teacher these tools provide an opportunity to acquire a high level of student participation in addition to teacher-to-student feedback. Teachers may also utilize these tools to enhance professional practice and communicate with other teachers through individual reflection and by providing appropriate feedback to other educators. The following guidelines are designed to provide teachers and students with a basic understanding of what is considered to be acceptable for posting.

#### **STUDENT GUIDELINES**

- Sites that represent the Greensburg Salem School District or its schools must meet the guidelines of the Greensburg Salem School District Acceptable Use Policy.
- All posts and discussions must be for educational purposes only and must relate to goals as established within the course curriculum.
- Comments are not to be personal in nature. Comments should contribute to the educational topic being discussed.
- All student posts must be setup using a method that requires approval of the posted contents by the teacher prior to becoming "live" and viewable over the Internet.
- Teachers will report any student misuse of technology or violations of the Greensburg Salem School District Acceptable Use Policy to their Principal.
- While pseudo names are not acceptable, students should not use full given name either. First and last name initials only (ex. John Doe would use J.D.) or

your first name and last initial (ex. John D.) will allow others to know who you are, but not provide personal information beyond the context of the classroom.

- Any personal identifiable information including personal web page URL's, social security numbers, email addresses, pager numbers, phone numbers, student identification numbers, driver's license numbers, credit card numbers, birth dates, street addresses, location, school name, city or any other personally identifiable information should not be shared electronically.
- Pictures, video or audio of individuals that could be hurtful or demeaning are not permitted.
- If wording is causing concern, err on the side of caution and don't post comment or reword comment to spare offending others.
- Anything that could be offensive to others including language that may be offensive to others should not be posted. In addition, posts must not contain profanity, obscene comments, sexually explicit material, nor expressions of bigotry, racism, hate, or hyperlinks to sites containing any of the language or material listed above.
- Greensburg Salem School District considers these communication tools to be a beneficial educational activity when used properly. As such, students are to use correct English grammar and spelling, avoid the use of slang, and avoid the use of symbols.

## **TECHNOLOGY RESOURCES AND ACCEPTABLE USE GUIDELINES POLICY 815**

Adopted: June 25, 2008  
Revised: August 10, 2011  
Revised: Retroactive to June 27, 2012  
Revised: May 20, 2015  
Revised:

### **GREENSBURG SALEM SCHOOL DISTRICT GUIDELINES BLOGS, WIKI'S, ELECTRONIC BULLETIN BOARDS AND SIMILAR WEB TOOLS**

#### **EMPLOYEE GUIDELINES**

- Greensburg Salem School District considers these communication tools to be a beneficial educational activity and professional growth activity when used properly. As such, employees are to use correct English grammar and spelling, avoid the use of slang, and avoid the use of symbols.
- Employees posting comments should always maintain professionalism both in and out of school, even if posts are unrelated to school or the Greensburg Salem School District.
- Employees should report any misuse of technology or violations of the Greensburg Salem School District Acceptable Use Policy to their immediate supervisor.
- Sites that represent the Greensburg Salem School District or its schools must meet the guidelines of the Greensburg Salem School District Acceptable Use Policy.
- All posts and discussions must be for educational purposes only and must relate to goals as established within the course curriculum.
- Comments are not to be personal in nature. Comments should contribute to the educational topic being discussed.
- If wording is causing concern, err on the side of caution and don't post comment or reword comment to spare offending others.
- While pseudo names are not acceptable, full given name should not be used either. Employees should use their title in combination with their initials (ex. Teacher John Doe would be Mr. J.D.)

- Any personal identifiable information including personal web page URL's, social security numbers, email addresses, pager numbers, phone numbers, student identification numbers, driver's license numbers, credit card numbers, birth dates, street addresses, location, school name, city or any other personally identifiable information should not be posted.
- Pictures, video or audio of individuals that could be hurtful or demeaning are not permitted.
- Anything that could be offensive to others including language that may be offensive to others should not be posted. In addition, posts must not contain profanity, obscene comments, sexually explicit material, nor expressions of bigotry, racism, hate, or hyperlinks to sites containing any of the language or material listed above.

## **TECHNOLOGY RESOURCES AND ACCEPTABLE USE GUIDELINES POLICY 815**

Adopted: June 25, 2008  
Revised: August 10, 2011  
Revised: Retroactive to June 27, 2012  
Revised: May 20, 2015  
Revised:

### **GREENSBURG SALEM SCHOOL DISTRICT GUIDELINES ACCEPTABLE USE POLICY FOR STUDENT EMAIL**

It is the policy of Greensburg Salem School District that student email will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of email privileges for the user or other appropriate disciplinary action. Users of the district email service are responsible for their use of email. The use of email must be in support of education and research and must be consistent with Greensburg Salem School District's policies. The use of email for any illegal, commercial, or political activities is prohibited.

Students email users must adhere to the following:

- Use appropriate language
- Be polite
- Only send information that others would not find offensive
- Never write anything that you would not be appropriate to say in person
- Never write or send emails when under emotional distress or angry
- Never reveal personal information about any user
- Never use email as a means for bullying or intimidating others
- Never allow others to use the students email account
- Never send an email to more than 30 recipients at one time

Responsible student email users must be aware that:

- Use of email is a privilege, not a right
- Email is not guaranteed to be private
- Email messages received and sent are archived for one year even if the email is deleted by the user
- Violation of this policy will result in the possible loss of email privileges and/or other appropriate disciplinary action
- Persons issued an account are responsible for its use at all times

## **TECHNOLOGY RESOURCES AND ACCEPTABLE USE GUIDELINES POLICY 815**

Adopted: June 25, 2008  
Revised: August 10, 2011  
Revised: Retroactive to June 27, 2012  
Revised: May 20, 2015  
Revised:

### **GREENSBURG SALEM SCHOOL DISTRICT GUIDELINES ACCEPTABLE USE POLICY FOR TEACHER AND PARENT EMAIL COMMUNICATION**

The Greensburg Salem School District recognizes that email is a valuable communication tool that is widely used across our society. Staff members are provided with district email accounts to improve the efficiency and effectiveness of communication both within the organization and with the broader community.

#### **GENERAL EMAIL GUIDELINES FOR PARENT COMMUNICATION**

Staff using email to correspond with parents must adhere to the following:

- Staff must use a school provided email account for all parent electronic mail communications.
- Email must never be used to discuss contentious, emotional or highly confidential issues. These issues should be dealt with face-to-face or by phone.
- Email messages to parents should be consistent with professional practices for other correspondence. This includes grammar, format and salutation.
- Emails should be short and directional in nature and only include facts.
- Care should be given when using student's names. Refer to the students by first name, initials or "your son/daughter" depending on the content.
- Maintain confidentiality by not discussing any other students.

Responsible student email users must be aware that:

- Email is not guaranteed to be private.
- Email messages received and sent are archived for one year even if the email is deleted by the user.
- The District reserves the right to block or filter email messages to staff that are not directly related to District business or to the District's educational mission.

### **ACCEPTABLE USE OF PARENT EMAIL COMMUNICATION**

- Email should be used for general information such as: class activities, curriculum, assignments, tests, deadlines and special events.
- To arrange for a meeting or telephone call regarding a student issue, include a general description of the issue (e.g. I would like to arrange a meeting to discuss your daughter's attendance).
- Follow-up on an issue that has previously been discussed.

DRAFT

# GREENSBURG SALEM SCHOOL DISTRICT

## OPERATIONS

### 800 CONFLICT OF INTEREST

CODE: 827

The Board of School Directors expects all Board Members, District employees, volunteers, consultants, vendors, contractors and other parties that maintain a relationship with the District to act with integrity, due diligence, and in accordance with the law in their duties involving district resources. The Board of School Directors is entrusted with public funds, and no one connected with the District shall do anything to erode that trust.

#### SECTION 1. PURPOSE

The purpose of this policy is to establish the following standards of conduct standards of conduct covering conflicts of interest governing the actions of Greensburg Salem School District employees and Board Members engaged in the selection, award and administration of contracts.

#### SECTION 2. DEFINITIONS

**Financial interest** is anything of monetary value, including, but not limited to salary, consulting fees, honoraria, equity interests (e.g. patents, copyrights, and royalties from such rights).

For the purposes of this policy, the term **immediate family** shall refer to father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandparent, grandchild, nephew, niece, sister-in-law, brother-in-law, uncle, aunt, first cousin, son-in-law, or daughter-in-law.

#### SECTION 3. DELEGATION OF RESPONSIBILITY

The Superintendent and Business Manager shall be responsible for monitoring and enforcing provisions, to the best of their knowledge, of applicable state and federal statute and regulation. The Superintendent and Business Manager may inquire about employee financial interests when in question.

#### SECTION 4. GUIDELINES



No employee, officer, board member or agent may participate in the selection, award, or administration of any contract including contracts supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, board member or agent, any member of his or her immediately family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

In the event that any agenda of a Board of School Directors meeting contains an agenda item, if voted on by a Board Member, would constitute a conflict of interest and therefore result in a violation of this policy, that Board Member shall abstain from voting and shall announce such abstention prior to the vote being taken. Said Board Member shall also disclose the nature of his/her interest as a public record and such disclosure shall be in writing, signed and given to the Board Secretary.

The officers, employees, board members and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

District personnel shall disclose all financial interests and shall be aware that substantial interests may affect purchasing and contract agreements with the Greensburg Salem School District. District personnel shall abstain from participation in any decision involving businesses or real property for which they hold a financial or substantial interest.

District personnel shall not require or request that subordinate employees, or students, purchase any good specifically and/or solely from a business for which they or their immediate family member has a financial or substantial interest.

Any employee who suspects a conflict of interest shall immediately report his or her suspicions to the Superintendent and Business Manager.

If the report involves the Superintendent, the employee shall report his or her suspicions to the Board President and the District solicitor.

Employees who bring forth a legitimate concern or suspicion about a potential conflict of interest shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.

District administrative personnel including Act 93 shall be required to complete the Ethics and Conflict of Interest form annually. Administrative personnel

827

shall update this form as necessary if financial interest, substantial interest or employment information changes prior to annual review.

All Ethics and Conflict of Interest disclosure information shall be kept within the Office of the Superintendent. Procurement and District employees shall contact the Business Office when submitting contracts for approval in excess of one thousand dollars (\$1,000.00) for appropriate disclosure information and notification.

The Superintendent will remove an employee from a procurement transaction if there is a conflict of interest, as well as document that the employee has properly recused him or herself.

All District employees shall review the provisions of the Conflict of Interest Policy annually.

Disciplinary action of District personnel who knowingly violate provisions in the Governmental Conduct Act and in this Board policy may be subject to disciplinary action, including suspension or dismissal. District personnel who knowingly violate provisions of the Governmental Conduct Act may also be subject to criminal and/or civil action in a court of law.

To the extent allowable by law, the District shall keep disclosure information confidential. However, disclosure information may be subject to an inspection of public records request pursuant to the Inspection of Public Records Act.

References:

American Competitive and Corporate Accountability Act of 2002 – P.L. 107-204

Public Officials and Employee Ethics Act – 65 Pa. C.S.A. Section 1101 et seq.

Sarbanes Oxley Act of 2002 – 15 U.S.C. Section 7201 et seq.

Whistleblower Law – 43 P.S. Section 1421 et. seq.

Whistleblower Protection – 18 U.S.C. Section 1513

Code of Federal Regulations – 2 CFR Part 200.18

Board Policy – 304.2

**Policy Adopted:**

# GREENSBURG SALEM SCHOOL DISTRICT

## OPERATIONS

### 800 FINANCIAL AND FISCAL PROPRIETY

CODE: 828

The Board of School Directors expects all Board Members, District employees, volunteers, consultants, vendors, contractors and other parties that maintain a relationship with the District to act with integrity, due diligence, and in accordance with the law in their duties involving district resources. The Board is entrusted with public funds, and no one connected with the district shall do anything to erode that trust.

#### SECTION 1. PURPOSE

The purpose of this policy is to establish principles and expectations for the Greensburg Salem School District in order to prevent financial improprieties, irregularities or fraud, to provide consequences for any employee engaged in any manner of financial improprieties, fiscal irregularities or fraud, and to heighten the awareness of possible financial improprieties, fiscal irregularities or fraud. Financial improprieties, fiscal irregularities, fraud and/or the concealment of fraud in any manner will not be tolerated.

#### SECTION 2. DEFINITIONS

Financial improprieties, fiscal irregularities or fraud include but are not limited to:

1. Falsifying or altering any District documents or accounts belonging to the District including, but not limited to:
  - a. claims for payments for reimbursements including, but not limited to claims for travel, allowable expenses, hourly work, medical claims, or overtime
  - b. documentation of absences from the work place including, but not limited to sick leave, bereavement leave, jury duty, and other leaves of absence
  - c. files, both physical and electronic; photographic or audio records, or accounts belonging to the Greensburg Salem School District, or other personnel associated with the District

- d. checks, bank drafts, or any other financial documents
  - e. student records
  - f. personnel records
  - g. Board minutes or other Board records
  - h. Business Office records
  - i. maintenance records
  - j. fire, health or safety reports
  - k. other Greensburg Salem School District records
2. Misappropriation of funds, securities, supplies, or other assets.
  3. Improperly handling money or reporting financial transactions.
  4. Failure to provide accurate financial records to authorized state or local entities.
  5. Failure to cooperate fully with any financial auditors, investigators or law enforcement.
  6. Profiteering because of insider information of district information or activities.
  7. Disclosure of confidential or proprietary information to outside parties.
  8. Disclosing the purchasing/bidding activities engaged in or contemplated by the Greensburg Salem School District in order to give any entity, person, or business an unfair advantage in the bidding process.
  9. Causing the Greensburg Salem School District to pay excessive fees or prices, where justification is not documented.
  10. Accepting or offering a bribe, gifts, promises, or other favors under circumstances indicating that the gift or favor was intended to influence the receiver's decision-making.

11. Acceptance of anything of material value, other than items used in the normal course of advertising from contractors, vendors or persons providing services to the district.
12. Unauthorized destruction, theft, tampering, or removal of records, furniture, fixtures, or equipment. Approval by the Superintendent and/or their designee is required for the removal of Greensburg Salem School District property or assets.
13. Using Greensburg Salem School District equipment or work time for any outside private activity or business activity.

### **SECTION 3. DELEGATION OF RESPONSIBILITY**

The Superintendent and Business Manager shall be responsible to develop and implement internal controls designed to prevent and detect financial improprieties, fiscal irregularities, or fraud within the district subject to review and approval by the board.

The Superintendent and Business Manager shall be responsible for maintaining a sound system of internal controls that is designed to identify potential risks, evaluate the nature and extent of those risks, and manage them effectively.

District administrators are responsible to be alert to any indication of financial improprieties, financial irregularities, or fraud within their areas of responsibility. Administrators and supervisors are responsible for ascertaining that employees under their supervision understand and periodically review this policy. A signed copy of the policy will be placed in each employee's personnel file.

The Superintendent shall recommend to the board for its approval completion of a forensic audit when it is deemed necessary and beneficial to the district.

The Superintendent shall ensure that the appropriate authorities are notified, pursuant to state law, when cases of fraud, embezzlement or theft have been identified.

### **SECTION 4. GUIDELINES**

#### **Reporting**

Any employee who suspects financial improprieties, fiscal irregularities, or fraud shall immediately report his or her suspicions to the Superintendent and Business Manager.

If the report involves the Superintendent, the employee shall report his or her suspicions to the Board President and the District Solicitor.

Employees who bring forth a legitimate concern or suspicion about a potential financial impropriety, fiscal irregularity or fraud shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.

### **Investigation**

The Superintendent shall have primary responsibility for conducting necessary investigations of reported fraudulent activity.

Based on his or her judgment, the Superintendent shall coordinate investigative efforts with the District Solicitor, District Auditor, and law enforcement officials.

If the Superintendent is involved in the complaint, the Board President and the District Solicitor are authorized to initiate investigation of the complaint and coordinate the investigative efforts with individuals and agencies he or she deems appropriate.

Records shall be maintained for use in an investigation.

Individuals found to have altered or destroyed records shall be subject to disciplinary action.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent shall present a report to the Board and appropriate personnel.

The Board shall determine the final disposition of the matter, if a criminal complaint will be filed, and if the matter will be referred to the appropriate law enforcement and or regulatory agency for independent investigation.

### **Consequences**

Violation of this policy will result in disciplinary action up to and including dismissal/discharge and the filing of criminal charges based upon a full investigation of all factors and circumstances.

If an investigation is required it shall be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship.

### **Confidentiality**

The Superintendent shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the individuals and facts.

All employees involved in the investigation are required to maintain confidentiality regarding all information about the matter during the investigation.

Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know, until the results are made public. All employees accused of fraud will be afforded applicable due process.

### **Prevention**

In order to prevent financial irregularity, fiscal irregularities or fraud the Board directs that a system of internal controls be followed that include but are not limited to the following:

1. Segregation of Duties – where possible more than one (1) person will be involved in elements of financial transactions. No one (1) person shall be responsible for an entire financial transaction.
2. Payments – payments shall be made only by checks. No cash transactions shall be permitted. Check signers will consist of persons responsible for the transaction. All checks shall have at least two (2) signatures.
3. Bank Reconciliations – bank statements and cancelled checks shall be reconciled by individuals who are not authorized to sign checks, nor involved in check processing.
4. Access to Checks – physical and electronic access to school district checks and accounts shall be limited to those employees with designated business functions.
5. Capital Assets – the Business Office shall maintain updated lists of district capital assets.



### **Standards of Conduct Governing Contracts Supported by Federal Funds**

The District maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts supported by federal funds.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediately family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contracts or parties to subcontracts, unless the gift is an unsolicited item of nominal value as defined within by the grant. For the purposes of this policy the term **"immediate family"** shall refer to father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandparent, grandchild, nephew, niece, sister-in-law, brother-in-law, uncle, aunt, first cousin, son-in-law, or daughter-in-law.

Employees who suspect conflicts of interest, both real and potential should follow the guidelines in this policy for reporting such.

This policy will be reviewed on a yearly basis with staff.

**Board Policy 828 Financial and Fiscal Propriety Policy incorporates thereby replaces/renumbers old Board Policy 300.26 Financial and Fiscal Propriety Policy**

References:

American Competitive and Corporate Accountability Act of 2002 – P.L. 107-204

Public Officials and Employee Ethics Act – 65 Pa. C.S.A. Section 1101 et seq.

Sarbanes Oxley Act of 2002 – 15 U.S.C. Section 7201 et seq.

Whistleblower Law – 43 P.S. Section 1421 et. seq.

Whistleblower Protection – 18 U.S.C. Section 1513

Code of Federal Regulations – 2 CFR Part 200.18

Adopted: January 14, 2009  
Revised: November 13, 2013  
Revised: May 20, 2015  
Revised: