

POTTSGROVE SCHOOL DISTRICT

MISCELLANEOUS EMPLOYEE COMPENSATION AND BENEFITS PLAN

The following agreement shall be in effect: July 1, 2022 – June 30, 2025

For the purposes of this plan the term “Miscellaneous Employee” shall include the following positions within the Pottsgrove School District:

Athletic Trainers (Full-time and Part-time)
Network Engineer
Systems Engineer
Data Systems Specialist
Student Data Support/Student Information Specialist
Technology Support Specialists
Confidential Secretary to the Superintendent
Confidential Secretary–Human Resources Specialist
Confidential Secretary–Benefits Specialist
Confidential Secretary—Payroll Specialist
Communications Specialist/Coordinator
BCBA – Board Certified Behavior Analyst

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DEFINITIONS

Full-time personnel:

An individual who is employed to work in a single position at least seven and one-half (7.5) consecutive hours per day for the length of the student school year or longer (at least 1508 hours).

Part-time personnel:

A person employed to work less than seven and one-half (7.5) hours per day for the length of the student school year or longer.

WORK DAY / WORK YEAR

The work day for full-time employees shall be seven and one-half hours exclusive of a thirty minute duty-free lunch.

Those individuals working less than five (5) hours per day, five days per week, on a regular basis are considered part-time and are not entitled to any fringe benefits unless otherwise indicated in this plan.

Twelve (12) month employees' work days are 260 days which include all scheduled teacher days.

WORK SCHEDULE

Work schedules for employees are determined based on job requirements by the immediate supervisor. Your immediate supervisor will advise you of the days you are required to work and the times your schedule will normally begin and end. Staffing needs and demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and each week.

VACANCIES

Position openings for office personnel within the district shall be listed by appropriate job description and be communicated to all employees by an appropriate notice.

NEW EMPLOYEES

Probation Period

A new hire has a ninety (90) day probationary period. During the provisional period, the employee shall be evaluated by the individual's immediate supervisor for satisfactory performance. If the individual is found unable to satisfactorily perform the duties of the new job in the opinion of his or her immediate supervisor, the new hire will be released from the employment of the Pottsgrove School District.

ATTENDANCE/TARDINESS

Regular and timely attendance is essential to successfully operating the Pottsgrove School District. As such, regular and timely attendance at work is a mandatory requirement for employment within the District. If for any reason, an employee is unable to report to work, he or she must notify his or her immediate supervisor of the reason necessitating the absence or tardiness prior to the scheduled start of their workday, or if that is not possible, as soon as is practicable under the circumstances.

Any employee who is aware that they may require the use of **sick leave for a period of more than five (5) work days** must also notify the District (in advance if possible) by completing an "Leave of Absence" form, prior to said leave as well as a "Family Medical Leave" form in advance for any pre-scheduled procedures or immediately upon return for any other unexpected absences. These forms will be available for completion through Frontline Central. No leave will be approved until such time as the appropriate documentation is submitted. Additionally, it is required that a doctor's note release an employee to return to work after any scheduled surgery or lengthy leave beyond five (5) work days.

Any employee who is absent due to an on-going intermittent and/or chronic condition who is under a doctor's care must notify the District as soon as possible.

The District reserves the right to request verifiable absence information for absences less than (5) work days as deemed necessary.

It is the responsibility of the employee to monitor the use of sick and/or personal leave. Further, it is the responsibility of each employee to VERIFY time taken by reviewing their Frontline Absence Management totals on a regular basis.

There will be NO leave without pay unless such leave is approved in advance by the Human Resources Department. If there are circumstances that do not allow prior notice,

the employee must contact the Human Resources Department to discuss the issue so that a decision may be made if such circumstances justify an exception.

Employees who are absent or tardy without providing requisite notification will be subject to disciplinary action up to and including termination. Employees who are absent three consecutive work days without notification to his or her immediate supervisor will be deemed to have resigned their position with the Pottsgrove School District and will be terminated from employment.

OVERTIME RATE

Overtime rate will be paid to hourly (non-exempt) personnel after prior approval of the employee's immediate supervisor.

Overtime will be computed at the rate of time and one-half for any hours worked over 40 hours during the normal working week.

If an employee is called back to work, a minimum of two hours overtime will be paid to that employee.

In lieu of monetary compensation for overtime, an employee may take off working time at a time mutually agreed upon by the Supervisor and the employee within the guidelines of the Fair Labor Standards Act (FLSA).

COMPENSATION

The Pottsgrove Board of School Directors will review compensation annually and reserves the right to make any adjustments as needed. Market data and market movement will be considered as part of an annual review.

The Compensation for Miscellaneous Employees' Classification effective July 1, 2022 is outlined in Appendix I (Increase Based on Evaluation) and Appendix II (Starting Salaries and Maximum Salaries)

Classifications are defined as follows:

Classification I

Technology Support Specialists

Classification II

Confidential Secretary to the Superintendent

Confidential Secretary – Human Resources Specialist

Confidential Secretary – Benefits Specialist

Confidential Secretary – Payroll Specialist

Classification III

Student Data Support Specialist/Student Information Specialist

Classification IV

Part-time Athletic Trainer

Classification V

Full-time Athletic Trainer

Network Engineer

Systems Engineer

Data Systems Specialist

BCBA – Board Certified Behavior Analyst

Communications Specialist/Coordinator

MILEAGE REIMBURSEMENT

When an employee utilizes a private vehicle in conjunction with District activities, the employee shall be compensated for mileage at the approved District rate.

VACATIONS

Regular vacation leave will be granted to all full-time 12 month employees as desired any time with the prior approval of the immediate supervisor. Employees may apply for vacation during the school year with the approval of the immediate Supervisor and Human Resources Department. It is expected that employees will give at least two (2) weeks' notice before a day of vacation leave is taken, so that appropriate coverage can be obtained.

Unused vacation time may be carried into the next year with prior approval. Up to 5 days of unused vacation time may be carried and must be used before June 30th of the following year or lost. Any days carried above 5 are to be used before the first day of school for students or lost. It is expected that vacations will be planned on those days that are deemed least intrusive to your building/department after consultation with your supervisor.

VACATION CALCULATIONS

Miscellaneous employees entitled to vacation days per their classification, shall be entitled to utilize their full vacation day allotment at the beginning of a fiscal year. New employees shall be credited with a prorated allotment of vacation days based on their date of employment. In the event of separation from the District, including voluntary resignation, retirement or termination, Miscellaneous employees will receive any accrued vacation pay to which they are otherwise entitled. However, if an employee uses more vacation days than they have earned during the then fiscal year, the employee shall be required to reimburse the District for any used but unearned vacation days.

Years Worked at PGSD	Days Earned
0 – 1	10
2	11
3	12
4	13
5	14
6	15
7	16
8	17
9	18
10	19
11	20

MEDICAL PLAN, LIFE INSURANCE, DENTAL COVERAGE

Pottsgrove School District agrees to offer members of the group the same medical care plans offered to the teachers of Pottsgrove School District. In addition, the Board will contribute the same percentage of the premium cost for full-time employees electing coverage as is set forth in the collective bargaining agreement then in effect for the teachers of Pottsgrove School District.

The balance of the premium cost is to be paid through mandatory payroll deductions under a Section 125 Plan.

The benefit design for years (2022-2025) is outlined as follows*:

Health Benefit Plan	7/1/2022 – 6/30/2025
Personal Choice 310	87% of premium cost for the time period in question
520/80/50	95% of premium cost for the time period in question
Personal Choice 10/20/70	79% of premium cost for the time period in question

*Subject to revisions based on the approval to the teacher’s Collective Bargaining Agreement renewal following the 2021-2022 school year.

The Board shall also provide this group with the same **dental, vision and prescription** plans offered to the teachers of the Pottsgrove School District. The Board shall contribute the same percentage of the premium cost for these benefits for full-time employees as set forth in the collective bargaining agreement then in effect for the teachers of Pottsgrove School District. The co-payment for each prescription is currently ten dollars (\$10) for generic drugs, thirty dollars (\$30) for preferred brand named drugs, and fifty dollars (\$50) for non-preferred brand named drugs along with mail order drugs at ninety (90) days for one (1) copay.

Part-time employees working less than five (5) hours per day **and** nine hundred and five (905) hours or more per year are NOT eligible to enroll in the District’s medical care program. Part-time employees consistently working 5 hours or more per day **and** nine hundred and five (905) hours or more per year but less than seven (7) hours per day and twelve hundred sixty-seven (1267) hours or more per year will qualify for benefits based on a pro-rata share (i.e. the Board will contribute a percentage of the premium cost for part-time employees who enroll in the District’s medical care program). This percentage will be the lesser of the percentage contributed for full time employees or the percentage calculated by taking the employees’ annual hours and dividing by 1,267 which represents full-time status

Full time Employees will receive a \$1000.00 payment in lieu of Medical and Prescription Plans, when requested by September 1, and spouse is not employed by the district. Full time Employees will receive a \$25.00 payment in lieu of Vision Plan and a \$25.00 payment in lieu of Dental Plan, when requested by September 1, and spouse is not employed by the district.

Miscellaneous employees will receive a Life Insurance benefit (\$50,000)

LUNCH PERIOD

While school is in session, employees shall be entitled to a duty-free thirty-minute lunch period. When school is not in session, employees may have one hour for lunch. Scheduling of the lunch shall be done with the approval of the individual's immediate supervisor.

SICK LEAVE

Employees must report their illness to the appropriate person as soon as possible each day unless definite arrangements have been made with the administrator in the case of a prolonged illness.

Full time employees will be granted 12 sick days (12-month) or 10 sick days (10-month) per year (earned one day per month for 12 month employees with ½ day earned in August and June for 10 month employees). Employees will be entitled to utilize their full sick day allotment at the beginning of a fiscal year. New employees shall be credited with a prorated sick day allotment based on their date of employment with the District. In the event of separation from the District, including voluntary resignation, retirement or termination, if more sick days have been used than have been earned at time of separation, the employee shall be required to reimburse the District for any used but unearned sick days. Any unused sick leave will be cumulative from year to year without limitation. All or any part of such accumulated unused sick leave may be taken in any one or more school years.

SEVERANCE PAY

At the termination of employment with the school district, \$30.00 per day for any unused sick leave, up to a maximum of 175 days, will be paid to the employee via a non-elective employer contribution into a 403b plan of the employee's choice.

Subject to the following conditions:

- a. Upon retirement under provisions of the Public School Retirement System.
- b. To be paid to the designated beneficiary in the event of the death of the employee while in the employ of the district.

BEREAVEMENT DAYS

Whenever an employee shall be absent from work due to a death in the immediate family, there shall be no deduction in pay on the day of death up to and including the day after the funeral, not to exceed 4 days. The immediate family shall be defined as parent, brother, sister, son, daughter, son-in-law, daughter-in-law, parent-in-law, husband, wife, or any relative residing in the home of the employee, or any person with whom the employee has made his home.

The death of a near relative entitles the employee to one day off with no deduction in pay. A near relative shall be defined as a cousin, grandparent, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law, of the employee or spouse of the employee.

HOLIDAYS

All 12 month miscellaneous employees will be scheduled off all days teachers are scheduled to have off during the school year plus July 4th and Juneteenth.

EMERGENCY DAYS

Full time miscellaneous employees shall receive one emergency day per year with permission from the Superintendent.

OPTIONAL DAY

Full time miscellaneous employees shall receive one optional day per year that may be used as a personal or emergency day. Any unused optional day will be converted to a sick day.

PERSONAL DAYS

Two personal days will be granted each year to full time miscellaneous employees with the permission of the Superintendent. Any unused personal days will convert to sick days. Personal days may be exchanged for \$50.00 each when requested by August 31. Payment of \$100.00 will be given for not using any sick days or emergency days during the year.

SCHOOL CLOSINGS

Miscellaneous Employees are not required to report to school the first day when the entire scheduled school day is canceled because of inclement weather. The need for attendance on subsequent days or days on which other conditions might make the school buildings questionable for occupancy will be addressed as they occur. Permission to report late to work the same amount of time as school is delayed on those days when school is delayed because of inclement weather, will be determined by the Superintendent.

SUMMER FLEX FRIDAYS

12 month Miscellaneous Employees follow the Administrative Regulation for earning flex time for Fridays in the summer. Additional time is worked throughout the school year to allow employees to have Fridays off during the summer when school is not in session.

CONTINUING EDUCATION

The District will reimburse the employee for approved courses related to their work. Included are employee-initiated college or university continuing education courses, Intermediate Unit in-service courses, and adult school courses. The request for reimbursement must be recommended by the immediate supervisor and approved by the Superintendent prior to enrollment in the course. Maximum reimbursement to any one individual shall be \$1,500.00 per year.

Any person taking reimbursable courses must remain in the employ of the school district for one full calendar year after successfully completing the courses, or the person must reimburse the Board of School Directors for monies received. If any person leaves within two years of receiving tuition reimbursement, they must reimburse 50% of the monies received. Extenuating circumstances will be considered by the Superintendent.

PERSONNEL FILE

An employee shall have the opportunity to review his/her personnel file upon request and submit a written rebuttal to any material derogatory to the employee's conduct, service, character, or personality.

EVALUATIONS

Every employee shall be evaluated annually by the supervisor designated for the position.

A conference shall be conducted with the employee to discuss the evaluation. The employee shall be provided a copy of the evaluation.

No employee shall be required to sign a blank evaluation form or report. An employee's signature on a completed form means only that the employee has reviewed the evaluation.

Any employee who receives an unsatisfactory or needs improvement rating for the year will not receive any adjustment to their salary for the following year.

All areas not specifically addressed and/or identified in this plan shall be followed as set forth in the Pottsgrove School District Board Approved Policy Manual.

Appendix I – Salary Increases Based on Employee Evaluation

Salary Increase based on Evaluation for the 2022-2023, 2023-2024, and 2024-2025 School Years:

Performance:

EXCEEDS EXPECTATIONS +2.5%

The Miscellaneous employee demonstrates distinguished performance in relation to job duties and responsibilities. The employee delivers extraordinary accomplishments in their role as measured by results, consistent work quality, quantity and timeliness in all areas of responsibility. Their contributions have made an outstanding impact on the achievement of department and District priorities. Employee exhibits mastery in all dimensions of role and responsibilities. Serves as an inspirational role model for behaviors consistent with Pottsgrove School District's mission and values.

MEETS EXPECTATIONS +2.0%

The Miscellaneous employee demonstrates proficient performance which meets expectations in relation to job duties and responsibilities. The employee meets established expectations as measured by results, work quality, quantity and timeliness in areas of responsibility. He or she exhibits proficiency in most dimensions of the work performed, achieves and occasionally exceeds established goals. Demonstrates behaviors consistent with Pottsgrove School District's mission and values.

MEETS W/NEEDS +1.0%

The Miscellaneous employee demonstrates performance which needs improvement in relation to job duties and responsibilities. The employee is inconsistent in meeting most established expectations in terms of results, consistent work quality, quantity and timeliness in one or more important areas of responsibility, and/or one or more of the most critical duties were not met. Behavior may not be consistent with Pottsgrove School District's mission and values. Continued development and improvement is required in key areas of the job in order to successfully meet expectations.

