

**POTTSGROVE SCHOOL DISTRICT**  
**NON-UNION SECRETARIAL EMPLOYEE COMPENSATION AND**  
**BENEFITS PLAN**

The following agreement shall be in effect: July 1, 2023 - June 30, 2025

For the purposes of this plan the term "Secretary" shall include the following positions within the Pottsgrove School District:

District Office

- Accounts Payable/ Purchasing Specialist
- Secretary for Curriculum and Staff Development
- Secretary to Director of Pupil Services
- Secretary for Human Resources/Receptionist
- Secretary for Special Education
- Secretary to the Director of Facilities
- PT Secretary to the Director of Athletics and Co-Curricular Activities
- Registration/Child Accounting/Access Secretary

Buildings

- Secretary to the Principal - Elementary School
- Secretary to the Principal - Middle School
- Secretary to the Principal - High School
- Guidance Secretary
- School Secretary - High School
- School Secretary - Middle School
- 10 Month Secretary
- Attendance Clerk - High School
- Clerical Assistant

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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.

Ten (10) month full time employees' work days are 201 days/1507.50 hours per year. The 201 days typically include five (5) days before the scheduled teacher days and five (5) days after the same, but will be assigned, as needed, by the supervisor.

Twelve (12) month full time employees' work days are 260 days/1950.00 hours per year, which include all scheduled teacher days.

Ten (10) and twelve (12) month part-time employees' work schedule will be determined by the Supervisor but will not exceed 1507.50 hours per year.

## **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.

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## 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.

Those employees already employed by the District who apply will be granted an interview.

## NEW EMPLOYEES

### Salary

In computing the salary of a new employee, the step placement of a new employee is determined by the Superintendent (or designee) with consideration given for prior related experience acquired outside the school district. New employees will normally be employed at a rate below the midpoint of the salary range for the job classification.

New employees will be given salary movement July 1<sup>st</sup> following their date of hire if:

- a. They were hired **before** January 1<sup>st</sup> (12 month employee) or **before** February 1<sup>st</sup> (10 month employee) **and** they received an evaluation of at least "meets expectations" on their annual review.
- b. Employees hired **after** January 1st (12 month employee) or **after** February 1st (10 month employee) will be moved to the starting salary rate for the next school year based on the attached salary matrix.

### Probationary 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 a “Leave of Absence” form, prior to said leave as well as “Family Medical Leave Act (FMLA)” form(s) 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, a doctor’s note is required to 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 account balance 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 and salaried non-supervisory 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 work 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).

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## **COMPENSATION**

The Compensation Scale for Classified Secretarial Employees effective July 1, 2023 is part of the Agreement under Appendix I (Salary Increases Based on Employee Evaluation) and Appendix II (Starting Salaries and Maximum Salaries).

The Classifications are defined as follows:

### **Classification IV**

Accounts Payable/Purchasing Specialist

### **Classification III**

Secretary to Principal - Elementary  
Secretary to Principal - Middle School  
Secretary to Principal - High School  
Secretary for Curriculum and Staff Development  
Secretary to Director of Pupil Services  
Secretary for Special Education  
Secretary for HR/District Office  
Registration/Child Accounting/Access Secretary  
Secretary to the Director of Facilities  
Part-time Secretary to the Director of Athletics and Co-Curricular Activities

### **Classification II**

Guidance Secretary  
School Secretary – High School  
School Secretary – Middle School  
10 Month Secretary

### **Classification I**

Attendance Clerk  
Clerical Assistant

Employees that are currently being paid above the maximum hourly rate listed for their classification will be frozen at their current annual salary until such time that the maximum hourly rate (according to the classification) is above their current hourly rate.

Market data and market movement will be considered as part of a review of the matrix at the end of the agreement. The Board reserves the right to make any adjustments as needed.

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## **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 12 month full-time employees as desired any time with the prior approval of the immediate supervisor. Secretaries may apply for vacation during the school year with the approval of their immediate supervisor and the 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, up to 5 days, may be carried into the next year with prior approval. Those days carried over must be used the following year 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**

Secretarial 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, Secretarial 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 unaccrued 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 this 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 (2023-2026) is outlined as follows:

Health Benefit Plan	7/1/2023 – 6/30/2024	7/1/2024 – 6/30/2025	7/1/2025 – 6/30/2026
Personal Choice 310	87% of premium cost for the time period in question	86% of premium cost for the time period in question	85% of premium cost for the time period in question
520/80/50	95% of premium cost for the time period in question	94% of premium cost for the time period in question	93% of premium cost for the time period in question
Personal Choice 10/20/70	79% of premium cost for the time period in question	78% of premium cost for the time period in question	77% of premium cost for the time period in question

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.

Part-time employees working less than five (5) hours per day **and** less than 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



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Full time Employees will receive a \$1,000.00 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.

Secretaries will receive a Life Insurance benefit (\$50,000) provided that they are regularly scheduled to work at least twenty hours per week.

### **LUNCH PERIOD**

While school is in session, full time secretaries shall be entitled to an unpaid duty-free thirty-minute lunch period. When school is not in session, full time secretaries may have one hour for lunch. Part time secretaries working less than 7.5 hours per day may choose to take a half hour unpaid lunch when school is in session or an hour unpaid lunch when school is not in session. 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 (one day a month). 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 unaccrued 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.

Part-time twelve month employees working at least 24 hours/week will be given five (5) sick days per year. The total hours paid per sick day will equal the normal contracted hours. 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, grandchild, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law, of the employee or spouse of the employee.

**HOLIDAYS**

All full-time twelve month secretaries will be scheduled off all days teachers are scheduled to have off during the school year plus July 4 and Juneteenth. All scheduled days off will be paid holidays.

Full-time ten month secretaries will be scheduled off all days teachers have off during the school year. The following holidays will be paid:

New Years Day  
Good Friday  
Memorial Day  
Labor Day  
Thanksgiving Day  
Christmas Day

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Part-time twelve month secretaries will be scheduled off all days teachers have off during the school year plus July 4 and Juneteenth. The following holidays will be paid:

New Years Day	Juneteenth	Thanksgiving Day
Good Friday	Independence Day	Christmas Day
Memorial Day	Labor Day	

Part-time secretaries working less than 5 hours per day will be scheduled off all days teachers have off during the school year. The following holidays will be paid:

New Years Day	Thanksgiving Day
Good Friday	Christmas Day

### **EMERGENCY DAYS**

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

### **OPTIONAL DAY**

Full time 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 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 to any full time secretary for not using any emergency days or sick days during the year.

Permanently assigned part-time employees with at least one year of service will receive two (2) days of personal/emergency leave.

### **SCHOOL CLOSINGS**

Secretaries 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

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by the Superintendent. All full-time and part-time secretaries will be paid for their regularly scheduled hours, regardless of the delayed opening or early dismissal time.

### **CONTINUING EDUCATION**

The District will reimburse the employee for approved courses related to their work. Included are 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 \$500.00 per year.

### **SUMMER FLEX FRIDAYS**

12 month Secretarial 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 designated Fridays off during the summer when school is not in session.

### **SEMINARS AND WORKSHOPS**

As of July 1 each year, each eligible secretary will be credited with 1.5 days and \$140.00 for in-service purposes. Credited days and money may be accumulated without restriction. A maximum of 3 days a year (with permission of the supervisor) may be used for in-service purposes. A maximum of \$280.00 per year may be used for in-service purposes. The allocated \$280.00 may be used to cover all expenses including registration, lodging, food, travel, and miscellaneous expenses.

### **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.

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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.

All salary increases for the following year will be based on the evaluation rating for the current year.

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*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.*

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***Appendix I – Salary Increases Based on Employee Evaluation*****Salary Increase based on Evaluation for the 2023-2024 and the 2024-2025 School Years**

Performance:

**EXCEEDS EXPECTATIONS** +2.5%

The Secretarial 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 Secretarial 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 Secretarial 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.

**UNSATISFACTORY** 0.0%

The Secretarial employee demonstrates failing performance in relation to job duties and responsibilities. The employee does not meet minimum established expectations in results, consistent work quality, quantity and timeliness in all important areas of responsibility, and/or fails to achieve reasonable progress toward critical goals. Behavior may not reflect Pottsgrove School District's mission and values. Significant improvement is needed in most areas of the job in order to successfully meet expectations.

***Appendix II – Positions, Starting Salaries and Maximum Salaries***

	<b>Secretarial Positions</b>
Classification I	Attendance Clerk, Clerical Assistant
Classification II	Guidance Secretary School Secretary - High School & Middle School 10 Month Secretary
Classification III	Secretary to Principal - Elementary, Middle & High Secretary to Curriculum & Staff Development Secretary to Director of Pupil Services Secretary for Special Education Secretary for HR/District Office Registration/Child Accounting/Access Secretary Secretary to the Director of Facilities Part-time Secretary to the Director of Athletics and Co-Curricular Activities
Classification IV	Accounts Payable/Purchasing Specialist

	<b>Salaries</b>			
	Starting Salaries		Maximum Salaries	
	2023-2024	2024-2025	2023-2024	2024-2025
Classification I	\$15.68	\$16.07	\$26.00	\$26.00
Classification II	\$17.77	\$18.22	\$28.00	\$28.00
Classification III	\$19.53	\$19.82	\$30.00	\$30.00
Classification IV	\$23.23	\$23.57	\$32.00	\$32.00