

East Stroudsburg Area School District
East Stroudsburg, PA 18301



SCHOOL POLICE OFFICER
COMPENSATION
PLAN

for

2022-2023 through 2024-2025

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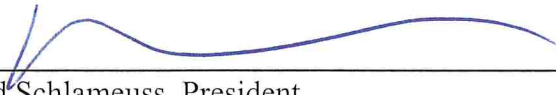
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Adoption

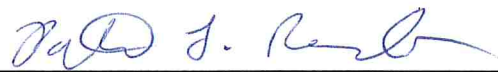
To comply with Pennsylvania law and to provide for a management team philosophy, the Board of Education of the East Stroudsburg Area School District, hereinafter referred to as the “Board” after Meeting and Discussing with School Police Officers hereinafter referred to as the “employee”, adopts the following Compensation Plan for 2022-2023 through 2024-2025.

Approved by the East Stroudsburg Area School District Board of Education at its regularly scheduled meeting of November 21, 2022.

East Stroudsburg Area School District Board of Education



Richard Schlameuss, President



Patricia Rosado, Secretary

Term of Plan

From July 1, 2022 until June 30, 2025 with salaries and benefits established by the Board of Education as set forth herein.

If a new Compensation Plan for any fiscal year beyond this Plan has not been developed and approved prior to the end of this Plan, all salaries and fringe benefits will continue in force without reduction or loss of coverage until such time as a new Compensation Plan is developed and approved.

Any references to “salary”, “benefits”, “year”, “annual work year” or the like, and any calculations to be made in connection therewith, are to be based upon the District’s fiscal year which begins July 1 and ends June 30.

Workdays

School Police Officers shall be either full-time twelve (12) month or full-time ten (10) month employees with a regular workweek of forty hours (40), inclusive of a 30 minute lunch.

Employees working 2nd shift (4:00 p.m. to 12:00a.m.) shall receive a shift differential of forty (\$0.40) cents per hour and 3rd shift (12:00am to 8:00 a.m.) shall receive a shift differential of (\$.50) cents per hour.

Twelve (12) month School Police Officers shall work District authorized severe weather/emergency school cancellations. In addition, they shall work Act 80 days, in-service days and winter and spring recess.

Ten (10) month School Police Officers shall be scheduled the number of days students are in session in the employee’s assigned building, plus up to ten (10) additional days as determined by the Chief of School Police or his/her designee. In the event of district authorized delays that occur during an employee's regular workday, 10 month employees must report to work one (1) hour prior to their contractual time, with a minimum of six (6) hours of pay. In the event of district early dismissal, and at the discretion of the District, ten (10) month employees shall leave one (1) hour after student dismissal time, with a minimum of six (6) hours of pay.

Time and one-half (1.5x) of the appropriate straight time hourly rates will be paid for all hours worked in excess of forty (40) hours in the regular workweek.

Each new employee shall be considered probationary during the first ninety (90) workdays of employment. New employees may be terminated at any time up to the conclusion of the probationary period, at the discretion of the District. The District may extend the probationary period. Written notification indicating the reason and length of the extension will be given to the employee.

The District reserves the right to assign employees to locations and times according to the needs of the District. If a situation arises whereby the District deems relocation or change of shift is necessary, the employee has no right of refusal and must report to the reassignment upon notification by the Superintendent, or his/her designee.

Holidays

The recognized thirteen (13) paid holidays for all full-time twelve (12) month employees are as follows:

Labor Day

Thanksgiving Day, *Friday after Thanksgiving Day and *Monday after Thanksgiving Workday BEFORE Christmas and Christmas Day

New Year's Eve and New Year's Day

*Martin Luther King Jr. Day

*Presidents' Day

*Good Friday

Memorial Day

Fourth of July

*An alternate day will be provided by the District if pupils are in attendance on these days. Such an alternate day will be provided prior to the last day of the academic year.

Full-time ten month employees shall receive Holiday pay at their regularly worked hours for each of the above named Holidays that fall between the beginning and the end of the school year.

Employees who have received proper authorization from the District, who work on any of the paid holidays except Labor Day, shall be paid at straight time plus double time (3x). Labor Day shall be paid at straight time plus time and one-half (2.5x).

Vacation

All full-time twelve (12) month School Police Officers are entitled to vacation with pay on the following basis: five (5) days of vacation during year one (1) and two (2); ten (10) days of vacation after two (2) years of service; fifteen (15) days of vacation after six (6) or more years of service; seventeen (17) days of vacation after ten (10) or more years of service in the school district. Vacation days will be awarded to School Police Officers on their effective date of hire.

All full-time ten (10) month employees will receive five (5) days of vacation each year for their first 5 years of service and then get one (1) additional day each July 1 up to fifteen (15) days.

Newly hired full-time twelve (12) and ten (10) month employees, working less than a full year (July 1 to June 30), will be issued vacation days on their date of hire as outlined below:

Employee Hire Date	Vacation Days Issued
March 1 through April 30	1 Day
January 1 through February 28 or 29	2 Days
November 1 through December 31	3 Days
September 1 through October 31	4 Days
July 1 through August 31	5 Days

All vacation earned by full-time twelve (12) and ten (10) month employees must be taken between July 1 and June 30 of each contract year. Any vacation days that remain unused at June 30 of each year of this Agreement will automatically be carried over to the next fiscal year. An employee may accumulate no more than thirty (30) vacation days. On June 30th of each year, any unused vacation day(s) over thirty (30) must be placed into a district available 403(b) or paid out at the employee's current daily rate as of June 30th of the same year. An employee must notify the business office of their choice to utilize the district provided 403(b) or receive a payout by July 1st of each year of this Agreement. Any vacation requests when school is in session requires prior approval from the Chief of Police.

Upon separation from the District, each employee shall be compensated for any unused vacation days at his/her respective rate of pay.

Officer-In-Charge

The Chief of School Police will annually identify an Officer-In-Charge (OIC) at each Intermediate and each High School. The OIC will be assigned additional responsibilities by the Chief of School Police in which case an additional stipend will be paid as follows:

High School OIC = \$2,250.00 total paid in two equal installments
Intermediate OIC = \$1,500.00 total paid in two installments

Compensation (Benefits)

Extension of Benefits

The Board shall provide benefits provided in the existing East Stroudsburg Education Support Professional Association Agreement, unless otherwise stated in this Plan.

See Appendix B

The following benefits are provided:

Sick Leave

Sick leave for twelve month employees shall be twelve (12) days per year; ten month employees shall be ten (10) days per year, and will be accumulative without ceiling.

Attendance Incentive

As an incentive for all employees to improve and maintain attendance at a high level and to forego unnecessary absence, the following monetary incentive will be paid:

- A. Full-time employees that utilize zero (0) days of sick leave for a full contracted school year, a monetary incentive in the amount of five hundred (\$500.00) dollars will be paid in the following fiscal year.
- B. In A above, employees who are absent due to suspension for cause or any unpaid leave will be ineligible for the incentive.

Life Insurance

The Board shall pay the premium cost for group life insurance and group accidental death and dismemberment insurance for employees. Insurance shall be \$50,000 during all of the years of this Plan.

New employees covered by this Plan will be provided with this insurance upon their first day of employment.

Healthcare Premium Share

Employees shall contribute \$1,040 of the annual premium for medical/prescription coverage.

The annual healthcare premium share will be divided by the number of fiscal year pay periods to determine the per pay deduction. In the event an employee continues District medical/prescription coverage while on unpaid leave, the employee will be required to pay the District their respective premium share.

Healthcare Insurance

The Board agrees to provide a group healthcare (medical & prescription) plan for each employee and his/her eligible dependents covered by this Plan as outlined in Appendix B of this document. Subsequent to Board approval, healthcare carriers may be changed provided there is no diminution of the current benefit levels. However, the Board shall not be responsible for changes made unilaterally by the current carrier or changes mandated by applicable federal and/or state laws and regulations.

Health Insurance after Retirement

The Board shall pay the monthly premiums for health insurance for employees who retire from the District through the Public School Employee Retirement system after July 1, 1983 (except as modified below), and who meets the following conditions:

1. Is age 60 or older with at least 25 years of service (of which at least 15 must have been with the East Stroudsburg Area School District); or,
2. Whose age plus years of service exceeds the sum of 83 while the retirement system 53/30 window is in effect, or 84 under the basic retirement system plan (of which at least 15 years of service must be in the East Stroudsburg Area School District.)

This coverage shall be provided for employees only until the last day of the month prior to the month when said employee reaches the age of Medicare eligibility. This coverage shall be provided at the same level of coverage that is in effect for current employees referenced in this Plan. The employee will be required to pay the difference between their individual coverage and any dependent coverage that he/she elects to carry in accordance with Board Policy #349.

Dental Insurance

The Board agrees that the District shall pay the monthly premiums for dental benefits equal to or better than the current dental coverage for each employee covered by this Plan and his/her eligible dependents.

Vision Insurance

The Board agrees that the District shall pay the monthly premiums for vision benefits equal to or better than the current vision care coverage for each employee covered by this Plan and his/her eligible dependents.

Married Couples Employed By District

Duplication of healthcare coverage will not be permitted. If the District employs an employee's spouse, the couple may elect medical/prescription, dental and/or vision insurance under one employee, but not both.

Long-Term Disability Plan

The Board shall pay the monthly premiums for a long term disability insurance plan, that provides (subject to insurer's approval) for a payment of sixty per cent (60%) of the employee's salary, with an elimination period of the greater of the employee's accumulated sick time or ninety (90) days with a maximum of \$5,000 per month, for each employee referenced in this Plan.

Unused Sick Leave at Retirement

Unused sick leave at retirement, for full-time twelve month and full-time ten month School Police Officers, shall be paid at the following rates based on years of service in the district:

5 - 10 years	2022-2023 through 2024-2025	75% of daily rate (Up to 100 days)
11+ years	2022-2023 through 2024-2025	100% of daily rate (Up to 100 days)

Daily rate is the rate earned on or before June 30th of the employee's final year of employment.

No additional sick days may be accumulated for the purposes of retirement reimbursement above one hundred (100) days for full-time twelve (12) month employees and full-time ten (10) month employees.

This money shall not be construed to apply to final average salaries for purposes of retirement. Only those employees who are eligible for retirement according to PSERS are eligible. Written notice of retirement must be made prior to January 1 of the applicable year. However, the Board may waive this requirement in special cases.

Tuition Reimbursement

The Board agrees to reimburse full-time employees covered by this Plan for tuition only for college courses, registration fees for staff development, vocational/professional trainings, conferences, and workshops under the following conditions:

1. The training, conference, workshop or college course must be related to the employee's job description and assignment.
2. The training, conference, workshop or college course must be pre-approved (prior to registration) by the Superintendent or his/her designee, and shall be submitted on the form designated for that purpose.
3. The request for college course tuition reimbursement must be accompanied by an official transcript showing successful completion of the college course and a receipt for tuition payment. ("Successful" shall be defined as maintaining at least a "B" average, with any "C" grade being balanced by an "A" grade in order to qualify for reimbursement.)
4. The reimbursement for registration fees for staff development, vocational/professional trainings, conferences and workshops shall be the actual cost of such fees documented by a receipt.
5. The reimbursement rate for tuition payment for successfully completed college courses (not to exceed nine (9) credits per fiscal year) shall be 100% of the tuition paid, or reimbursement amount specified in the agreement with the East Stroudsburg Education Association, whichever is less.
6. The Superintendent or his/her designee shall have the right to limit the number of college credits attempted, conferences, workshops or vocational trainings attended by any one (1) individual in a given fiscal year.
7. Any employee, with between zero (0) and less than five (5) years of experience in the East Stroudsburg Area School District, who resigns from the District within four (4) years after receiving tuition reimbursement, shall return part or all of the reimbursement received according to the following schedule:

<u>Reimbursement received during the prior number of months:</u>	<u>Percentage of Reimbursement owed back to the District</u>
12	100%
24	100%
36	100%
48	50%

All reimbursement owed must be returned to the District within six (6) months of the effective resignation date.

8. Any employee, with between five (5) and ten (10) years of experience in the East Stroudsburg Area School District, who resigns from the District within three (3) years after receiving tuition reimbursement, shall return part or all of the reimbursement received according to the following schedule:

<u>Reimbursement received during the prior number of months:</u>	<u>Percentage of Reimbursement owed back to the District</u>
12	100%
24	100%
36	50%

All reimbursement owed must be returned to the District within six (6) months of the effective resignation date.

9. Any employee, with more than ten (10) years of experience in the East Stroudsburg Area School District, who resigns from the District within two (2) years after receiving tuition reimbursement, shall return part or all of the reimbursement received according to the following schedule:

<u>Reimbursement received during the prior number of months:</u>	<u>Percentage of Reimbursement owed back to the District</u>
12	100%
24	50%

All reimbursement owed must be returned to the District within six (6) months of the effective resignation date.

10. Any employee, who is eligible for retirement according to PSERS, will not be required to reimburse the District for college credits taken no matter when the college credits were taken.

Personal Days

Each full-time employee will receive three personal days per year. Unused personal days will be converted to sick days on July 1 of the following year.

Random Testing

School Police Officers are subject to unannounced random drug and alcohol testing. Once notified of a random test, the employee must immediately report to the designated testing location.

Evaluation Technique

The Superintendent, or his/her designee, will complete an annual appraisal of the employee using the established East Stroudsburg Area School District School Police Evaluation Form.

A summary of the appraisal will be provided to the employee prior to July 1 of any year covered by this Plan, rating his/her performance as either satisfactory, not satisfactory or in need of improvement.

Compensation Methodology

2022-2023 fiscal year hourly rates will be adjusted based on the determined hourly rate as outlined in Appendix A and based on a satisfactory evaluation.

Subsequent years under this compensation plan will be increased by three percent (3%) over those established in the previous fiscal year, based on a satisfactory evaluation.

All matters involving Compensation shall be established and determined by official action of the Board of Education.

ACA Excise Tax

Should the District receive notice that the Health Insurance premiums will, under the ACA, be subject to the ACA excise tax, the parties will immediately commence discussions over how to reduce premiums to avoid the excise tax. The parties pledge to make themselves available to meet at least once per week in this effort.

Deferred and Severance Compensation

The Board shall make a non-elective employer contribution to the employee's 403(b) retirement program in an amount equal to unused sick and vacation time up to the allowable IRS limit.

APPENDIX “A”

Starting Wages

Any current school police officer with (4) four-years or less in the East Stroudsburg Area School District will be compensated as per the following chart. Each step represents (1) one-year of service in the district:

Steps	Years of Experience	2022 - 2023	2023 - 2024	2024 - 2025
1	0 - 11 month	\$21.00	3%	3%
2	1 year - 23 months	\$22.00	3%	3%
3	2 years - 35 months	\$23.00	3%	3%
4	3 years	\$25.00	3%	3%

Unless the District determines otherwise, all new hires will be placed at Step 1 (one) of the starting rate indicated in the above chart.

Any current school police officer that has (5) five or more years in the district will receive a \$.50/hour retention incentive to their 21-22 compensation rate plus the following annual percentage increases.

Retention Incentive	2022-2023	2023-2024	2024-2025
\$.50/hour	3%	3%	3%

APPENDIX “B”

Deductibles (In-Network)					
		<u>Single</u>	<u>Family</u>		
	January 1, 2023	\$500	\$1,500		
	January 1, 2024	\$500	\$1,500		
	January 1, 2025	\$500	\$1,500		
Deductibles (Out-Network)					
		<u>Single</u>	<u>Family</u>		
	January 1, 2023	\$1,000	\$3,000		
	January 1, 2024	\$1,000	\$3,000		
	January 1, 2025	\$1,000	\$3,000		
Office Visit Copays (In-Network)					
		<u>PCP</u>	<u>Specialist</u>	<u>Urgent Care</u>	<u>ER</u>
	January 1, 2023	\$15	\$15	\$35	\$100
	January 1, 2024	\$15	\$15	\$35	\$100
	January 1, 2025	\$15	\$15	\$35	\$100
Prescription Drug Copays					
		<u>Generic</u>	<u>Brand Formulary</u>	<u>Brand Non-Formulary</u>	
	January 1, 2023	20%	20%	20%	Retail
		\$20	\$20	\$20	Mail
	January 1, 2024	20%	20%	20%	Retail
		\$20	\$20	\$20	Mail
	January 1, 2025	20%	20%	20%	Retail
		\$20	\$20	\$20	Mail
Employee Premium Share					
	22/23 Fiscal Year	\$1,040 Per Year			
	23/24 Fiscal Year	\$1,040 Per Year			
	24/25 Fiscal Year	\$1,040 Per Year			