

**An Understanding Between
The Southmoreland School District
And
The Southmoreland Administrative Assistants**

Effective:

**2021-2022
2022-2023
2023-2024
2024-2025
2025-2026**

**Board Approval on:
November 18, 2021**

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I. Understanding

The term of this understanding will commence on July 1, 2021 and continue in full force and effect until June 30, 2026.

This Understanding includes all permanent full-time administrative assistants. The following individuals are designated as **confidential employees**: School Board Secretary, Administrative Assistant to the Superintendent, the Administrative Assistant to the Business Manager, and the Payroll Administrative Assistant. The confidential employees shall also receive all the benefits and compensation set forth in this plan.

A. Hours of Employment

1. Weeks-Days-Times:

Full-time employment is based on a five-day (5) week, eight-hour (8) day, with one (1) hour for lunch, (i.e. 8:00 am to 4:00 pm includes one (1) hour lunch.) There will be a ten (10) minute break in the morning and a ten (10) minute break in the afternoon. Start/end times may be altered by the employer without altering the actual length of hours worked.

2. Year:

Twelve-month (12) administrative assistants shall work two-hundred and sixty (260) days; less personal, emergency, sick, holiday, and vacation days.

3. Summer Hours:

During that period of the calendar year traditionally known as "Summer Vacation" – i.e. from the day after the last required day of the school calendar up to and including the day before the first day of the following school calendar, the hours of a full work day shall be reduced by one (1) hour per day, except on those occasional events wherein a job of work must be finished within a specified time limit, and where this summer hour reduction would interfere with the completion of said job.

4. School Closure & Cancellation:

Twelve-month (12) administrative assistants will work virtually when schools are closed for flexible remote learning days *unless the group as a whole is otherwise instructed by Superintendent*. Upon a 2 Hour delay, employees will report 2 hours later than their normal time.

***If FID expires, the following will apply:**

- a. If such leave day(s) is offset against a "Snow Make-Up Day(s)" scheduled during Spring Recess. Such adjusted leave may only be utilized up to the limit of make-up days scheduled within Spring Recess of that same school year.
- b. Should school initially be delayed and subsequently closed, employees have the option to take a full day.

- c. May utilize a fourth (4th) personal day as a Snow Emergency Day when schools are closed due to inclement weather. Use of this day will be offset against an earned sick day as defined by agreement.

5. Declared Emergency Day:

A declaration of state or national emergency, with said emergency mandating the closure of government institutions, will excuse all administrative assistants from reporting, without financial penalty and without requiring the administrative assistants to utilize a leave day.

B. Posting of Vacancies

1. Posting:

Whenever a vacancy or newly created position arises and has been approved by the Board of Education, the Superintendent shall notify the administrative assistants and post a notice for no less than two weeks. Any vacancy or newly created position shall be posted with accompanying job description, qualifications, and classification. Interested employees must have their written request to be considered for the vacant or newly created position to the Office of the Superintendent on or before the date and time stated on the position advertisement.

2. Notification:

During those periods when school is not in session, notification of vacancies shall be made to the administrative assistants by email. (it previously stated that it would be mailed.)

3. No Limit:

Nothing herein shall limit the employer from advertising positions publicly or selecting a candidate who is not an existing administrative assistant.

C. Filling of Vacancies

The Board reserves the right to fill a vacant position with the most qualified candidate. The decision of the Board will be final. Existing employees will be considered for vacant positions.

II. Benefits

A. Bereavement Leave

1. Whenever an employee shall be absent from duty because of a death in the immediate family of said employee, there shall be no deduction of salary for said employee for an absence not in excess of five (5) consecutive business days, beginning on the calendar day after the day of passing and one of which must be the day of interment or cremation. Members of the immediate family shall be defined as: father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, daughter-in-law, son-in-law, grandchild, step-parent(s) and step children or near relative who resides in the same household, or any person with whom the employee has made his/her home. The Board may extend the period of absence, with pay, at its discretion as the exigencies of the case warrant.

2. Up to three (3) consecutive business days at one (1) time shall be granted to an employee in the event of the death of a grandparent. The Board may extend the period of absence, with pay, at its discretion as the exigencies of the case warrant.
3. Whenever an employee is absent because of the death of a near relative of the employee or his/her spouse, there shall be no deduction in salary of said employee for an absence not in excess of one (1) business day. The Board may extend the period of absence, with pay, at its discretion as the exigencies of the case warrant. The definition of near relative shall be defined as first cousin, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.

B. Holidays (twelve month only)

Holidays shall include: the same Spring Recess as the teaching staff (including Good Friday and either the Thursday preceding or the Monday following - *unless the employee utilizes days which offset the designated Snow Make-Up Days, via Section I.A.4.a*); School Picnic; Memorial Day; Independence Day; Labor Day; Veterans Day; Thanksgiving Day, Day After Thanksgiving, Monday after Thanksgiving, the same Winter Recess as the teaching staff (including Christmas Day and the day preceding and the day following, and including New Year's Day.) Any holiday throughout the school year where teachers are not required to work, the administrative assistants will also be entitled to that day.

C. Insurance

1. Hospitalization:

- a. Hospitalization shall be provided as a PPO-Blue Plan – “Option G” as offered by the Westmoreland Intermediate Unit Rate Stabilization Consortium for Health Insurance. Westmoreland County Public School Health Care Consortium.
- b. An employee’s contribution toward the monthly premium shall be based on the following rates throughout the length of the understanding:

2021-2022 8% of premium
 2022-2023 8.5% of premium
 2023-2024 9% of premium
 2024-2025 9.5% of premium
 2025-2026 10% of premium

Should an option that is equal to or better than the plan and options listed here (II.C.1. through II.C.5.) be offered to the faculty, said plan and options will be made available to the administrative assistants.

- c. The Board shall provide the opportunity for the employee who retires and is not eligible for the retirement allowance to remain in the Group’s Plan for the insurance named in II.C.1.a. as provided by law. The retired employee shall pay his/her own premium-

2. Waiver of Hospitalization Benefits:

- a. An employee whose spouse also works in the school district and who is

covered by a spouse's hospitalization plan may elect to accept \$1500 per year in lieu of coverage. An employee whose spouse works outside the school district and who is covered by a spouse's hospitalization plan may elect to accept \$2000 per year in lieu of coverage.

- b. The waiver shall be for one year unless an employee loses insurance Coverage under the spouse's plan, whereby he/she may be returned to the district program

3. Life Insurance:

The employer shall provide Group Term Life Insurance Policy for all employees in the amount \$45,000 for each year of this agreement (subject to Insurance Underwriter's approval.)

4. Dental Coverage:

The District shall provide, at no cost to the administrative assistant, dental insurance equivalent to coverage provided in the 2021-2022 fiscal year. Full coverage in accordance with the terms of the dental plan stated above will be provided for the individual employee and family as appropriate (subject to Underwriter's approval.) The term "equivalent" shall mean equal to or better than coverage provided by PSEA Health and Welfare Fund.

5. Vision Care Coverage:

The District shall provide at no cost to the administrative assistant Family Vision Care coverage equivalent to coverage provided during the 2021-2022 fiscal year. The term "equivalent" shall mean equal to or better than coverage provided by the PSEA Health and Welfare Fund.

The employer reserves the right to change insurance carriers for coverage stated in II.C.1. through II.C.5. provided the benefits are equal to those currently provided in this Understanding.

D. Retirement Allowance

1. Additional Compensation:

Any administrative assistant who retires while an employee of Southmoreland School District shall be entitled to receive additional compensation at the time of retirement.

2. Sick Day Allowance:

An employee who has completed at least fifteen (15) years of service with the Southmoreland School District or twenty-five (25) years of combined service as an office professional employee with another district and Southmoreland School District who retires/resigns while this agreement is in effect shall receive the following into a nonelective 403(b) account of the District's choosing:

Sixty five dollars (\$65) for each unused sick day, up to a maximum of one hundred and eighty-five (185) sick days.

Upon the death of a retiree, said payment shall be made to his/her beneficiary or estate.

3. Retirement Benefits:

For 2021-2022 and 2022-2023 school year only *must retire by June 30, 2023. No longer valid as of July 1, 2023.

A retiring employee, who meets the criteria below, under II.D.4.a.-d., will receive the following benefits upon retirement:

- a. Hospitalization, dental and vision benefits at the rate being paid at the time of the employee's retirement and the following two years (a total of three years.) These three years will be paid in full by the District, with no additional charge to the retiree for increased benefit costs during those three years.
- b. The third year of benefits will become the "exit rate" for the retiree and all increases for hospitalization coverage after the date of the third year will be the responsibility of the retiree. All increases following the third year will be billed to the retiree by the District.
- c. These benefits will remain in effect for six years (the year of retirement, plus five years following), or until the retiree receives said benefits from other employment (spouse's or own) or death of the retiree.
- d. A retiree who is eligible to participate in the District's group hospitalization plan will continue to contribute toward the plan's premium at the contracted co-pay rate in existence at the time of retirement and the retiree will assume the cost for any increases in the co-pay which may become part of any plan in effect for the employees.
- e. If a future agreement with the professional employees permits a different carrier for hospitalization coverage, the retiree will be enrolled in the new plan at a comparable level of coverage as applicable to professional employees with similar coverage.

For July 1, 2023 to end of agreement:

a. Early Retirement Incentive Plan

If the SEA is offered an Early Retirement Incentive Plan, members of this group will also be offered the plan. There is no minimum number of retirees required to qualify for incentive and members of this agreement do not count toward the SEA requirements.

4. Compensation Criteria (only applicable for 2021/2022 and 2022/2023 school year. Resignation must be by June 30, 2023. No longer valid as of July 1, 2023.)

To receive the compensation outlined above in II.D.3.a.-e., the retiree must:

- a. Be at least fifty five (55) years old, with a minimum of ten (10) years of continuous service and fifteen (15) years total service in the Pennsylvania Public School Employees Retirement System (PSERS).
- b. Have a minimum of thirty (30) years of service with the District.
- c. Have ten (10) consecutive years of service with the District and thirty (30) total years of service in PSERS, with the employee paying for all insurance until II.D.4.a. or b become applicable.

E. Emergency Leave Day

An employee shall be granted one (1) emergency day per year. Upon returning to his/her position, the employee shall submit in writing, to the, direct supervisor, the reason for his/her absence. Unused Emergency Leave Days shall roll over to Sick Leave.

F. Legal Leave

1. Jury Duty and School-Related Business:

Employees called for Jury Duty or subpoenaed by the Court for school-related business, shall be granted leave. An employee who is summoned to court on school-related business would have the option of receiving assistance from the board solicitor. An employee shall be paid the difference between his/her per-diem salary and the amount received by her/him for such duty. The employee shall suffer no loss of salary, benefits, or other contractual advantage as a result of such leave.

2. Additional Subpoena Reasons:

Additionally, employees subpoenaed to Court for reasons other than those stated above in II.F.1. and who have received prior approval from the Superintendent, shall receive approved leave without pay.

G. Maternity Leave

1. Use of Sick Leave:

Employees may use accumulated sick leave while disabled during pregnancy. All fringe benefits shall apply during the period of such disability at no cost to the employee.

2. Termination of Leave:

In cases where a pregnancy should terminate by medical complications, the employee requesting leave retains the right to terminate the leave with thirty (30) days notice to the employer.

H. Family and Medical Leave

1. Job Protection:

Under the Family and Medical Leave Act of 1993, the employee shall be provide up to twelve (12) weeks of unpaid job protection for the purpose of rearing children recently born or adopted; for the care of a seriously ill spouse, child, or parent; or for a serious health condition that renders the employee unable to perform the job responsibilities.

2. Health Benefits:

For the duration of the twelve weeks covered under the Family and Medical Leave the employee's health benefits shall continue at the expense of the employer.

3. Unforeseeable Leave:

When the request for such leave is unforeseeable, the employee shall provide the Superintendent with as much notice as possible.

4. Extension of Leave:

The twelve (12) week unpaid leave may be extended to, but not in excess of, one year. The employee shall provide the Superintendent with a minimum of thirty (30) days notice at the beginning of said leave and a minimum of 30 days notice at the end of such leave, in the event of a foreseeable leave of absence. During such an extension, no salary shall be paid to the employee. The employee shall be entitled to continue insurance benefits at his/her own expense by remittance of the specified amount to the administration office.

5. Resumption of Position:

The employee shall be entitled to resume her former position if it exists and is available or a substantially equivalent position if one exists and is available and shall enjoy all rights and privileges to which the employee was entitled at the commencement of such leave.

6. Additional Unpaid Leave:

In the event of an extended leave of absence due to a single catastrophic accident or illness to the employee, and said employee has used all accumulated sick leave on or after the first day of work in the fiscal year, but prior to January 1, the employee shall be placed on uncompensated sick leave through the following June 30. Requests for an additional unpaid leave of absence will be submitted to the Board of School Directors. The decision whether to grant additional unpaid leave of absence by the Board is final and binding.

If employee has used all accumulated sick leave on or after January 1 but prior to June 30, the employee shall be placed on unpaid sick leave until the following January 1; the Board of School Directors on an individual basis shall approve all further requests for extension of unpaid leave of absence.

I. Personal Leave Days

1. Days Provided:

Three (3) personal leave days per year, non-cumulative, shall be provided for all members of the administrative assistant staff to be used at the discretion of the employee.

2. Notification:

The direct supervisor shall be notified by the employee at least forty-eight (48) hours in advance of the date requested for a personal day, when possible. The direct supervisor may, at his/her discretion, waive this requirement.

3. Roll-over to Sick Days:

Each day of unused personal leave shall be added to the employee's sick leave the following year.

J. Sick Days

1. Days Provided:

Twelve-month administrative assistants will receive twelve (12) sick days per year, to be used for their personal medical needs or needs of family, for the

duration of this agreement. If more than three (3) sick days are taken in a row, a Medical excuse will need to be submitted to their direct supervisor.

2. Earned Leave:

Sick leave shall be earned by the employee at a rate of one (1) day per month for each month worked. One (1) of the twelve (12) sick days enumerated above may be used as a fourth personal leave day or emergency snow day (if FID expires).

K. Travel Pay

Any member of the administrative assistant staff who must travel during the course of his/her duties, which includes the distance between assigned buildings, shall be reimbursed at the rate allowable by the Internal Revenue Service.

L. Tuition Reimbursement

Tuition will be reimbursed for up to 12 credits per fiscal year at a rate of up to \$200.00, with a lifetime maximum of 36 credits. The administrative assistant must have prior approval of the Superintendent and the Board of Directors for any courses to be taken. Courses must be applicable to the area of responsibility. The administrative assistant must receive a grade of "C" or better in the course(s) taken and must provide a receipt from the college or university at which the course(s) was taken, as means of verifying cost per credit in order to receive reimbursement.

All administrative assistants must submit a request for approval (in writing) to the Superintendent and Board of Directors by December 31 of his or her intention to request credit reimbursement for the forthcoming fiscal year. The administrative assistant must notify (in writing) the Superintendent and Board of Directors once he or she has a start date for their program. If circumstances change and the administrative assistant does not plan to start a program during that fiscal year they must also notify (in writing) the Superintendent and Board of Directors.

Unless approved by the Superintendent and Board of Directors in advance, credit will not be reimbursed if classes or coursework is taken during the regular school day.

If the employee fails to maintain employment with the district for the periods of time immediately following the day on which the district paid for the credit set forth below, the employee shall reimburse the district or have deducted from any remuneration, including accumulated wages or other monies still due, as follows:

- a. If within twenty-four (24) months; 100 percent of the amount paid by the district,
- b. If more than twenty-four (24) and up to thirty-six (36) months: then 50 percent of the amount paid by the district, and
- c. If more than thirty-six (36) months, then no reimbursement is due.

M. Vacation

1. Scheduling:

Vacation time must be scheduled through the employee's supervisor. Seniority shall govern on conflicting requests for vacation periods. Special consideration may be given for emergencies. NO vacation may be taken two (2) weeks before

or after the first day of instruction and two (2) weeks before or after the last day of instruction.

2. Required Use:

Twelve (12) month employees during each fiscal year worked earn vacation time. Vacation shall be taken during the following fiscal year.

3. Earned Days:

A newly hired employee shall use vacation time beginning on the July 1 after the date of hire. A newly hired administrative assistant shall earn one day of vacation per month worked, not to exceed a total of ten (10) days from the date of hire to the end of the fiscal year in which the administrative assistant was hired.

4. Vacation Rollover:

A maximum of 10 vacation days may be rolled over from year to year with a maximum of 30 days may be used in one school year.

5. Limitations:

The following limitations shall apply to twelve-month administrative assistants employed from:

- One (1) month to completion of five (5) years: one vacation day earned per month up to a maximum of ten (10) days;
- Add one (1) vacation day per year during years six (6) through year fifteen (15) in the following manner:
 - Year 6: 11 days
 - Year 7: 12 days
 - Year 8: 13 days
 - Year 9: 14 days
 - Year 10: 15 days
 - Year 11: 16 days
 - Year 12: 17 days
 - Year 13: 18 days
 - Year 14: 19 days
 - Year 15: 20 days
- Fifteen (15) years or more: two vacation days earned per month employed up to a maximum of twenty (20) days.

6. Definition of a Month:

A month is defined as having worked eleven (11) or more days.

7. Definition of a Year:

A year is defined as having been employed and on the payroll for six (6) or more months of the fiscal year.

8. Uncompensated Leave:

Uncompensated leaves of absence will not count towards total months worked for purposes of determining vacation days earned per year. An uncompensated leave of absence will not count towards determining years of service required to earn additional vacation days.

III. Rights of Employees

A. Personnel File

1. Review or Copy:

An employee may request to review the contents of their personnel file. The employee may request a copy of any material in said file at his/her own expense.

2. Response to Negative Material:

No material of a negative nature regarding an employee's conduct, services, character, or personality shall be placed in the administrative assistant's personnel file unless he/she has had the opportunity to review said material and respond in writing. A copy of this response shall be attached to the original material.

B. Procedure for Resolving Differences

When an administrative assistant feels that an action involving them has been taken, and that said action is not in the spirit and intent of this understanding, nor of longstanding practice within the district, an administrative assistant may resort to the following procedure:

1. Administrative Supervisor:

The administrative assistant shall institute a discussion with the immediate administrative supervisor within ten (10) calendar days of becoming aware of such a difference. Said supervisor shall respond within ten (10) calendar days of initial discussion. Either party may request both the initial contact and response in writing.

2. Superintendent:

If the administrative assistant still feels that the difference requires further discussion, they may apply to the Superintendent within ten (10) calendar days of the response in II.B.1. The Superintendent shall respond within ten (10) calendar days of this request. Either party may request both the initial contact and response in writing.

3. Board of Education:

If the action in II.B.2. fails to resolve the difference to the satisfaction of the affected parties, they may within fifteen (15) calendar days submit the matter in writing to the Southmoreland Board of Education. The Board shall respond, in writing, within thirty (30) days of notice. The decision of the Board in such an event shall be considered final.

C. Performance Reviews

Performance reviews may be done on an annual basis.

D. Seniority, Transfer and Salary

1. Seniority:

- a. In the event of workforce reduction seniority would take precedence. Seniority shall be defined as continuous length of service district-wide. When

- two (2) or more employees are hired on the same date, their seniority rank shall be determined by lottery.
- b. In the event of furlough, any employee identified for furlough shall be realigned into any position, which she is qualified to hold. All realignments shall be accomplished in such a manner to furlough the least senior employees.
 - c. Recall of furloughed employees shall be in the inverse order of layoffs (senior employee to be recalled first.)

2. Transfer:

An administrative assistant who is transferred to a different position by the Board shall suffer no loss of wages if the new position is in a lower pay category, unless the transfer is for disciplinary reasons or due to a bump resulting from a reduction in force. If an administrative assistant requests a transfer to a lower position, the salary will be lowered accordingly.

3. Salary:

- a. The salary of a newly hired administrative assistant shall be established by the Board at

	Hourly Rate	Starting wage 21/22 -25/26
Building Secretary	16.00	33,280.00
Principal Secretary	17.00	35,360.00
Administrative Secretary	18.00	37,440.00
Confidential Secretary	19.00	39,520.00

- b. Those hired prior to July 1, 2021 shall be paid 95% of the base salary for the position, with an increases of 5% of the base salary during year two (2), reaching 100% of the base salary.
- c. A Recognition of Service adjustment shall be included in the salary of administrative assistant employees in the following years, to acknowledge their experience and years of service to the Southmoreland School District:
 - Years six (6) through nine (9): salary shall remain at 100% of the base salary for the position
 - Year ten (10): shall receive a \$300.00 increase in addition to the overall negotiated increase in effect for that year
 - Year fifteen (15): shall receive a \$500.00 increase in addition to the overall negotiated increase in effect for that year
 - Year twenty (20): shall receive a \$700.00 increase in addition to the overall negotiated increase in effect for that year
 - Year twenty-five (25): shall receive a \$1000.00 increase in addition to the overall negotiated increase in effect for that year.
 - Year thirty (30): shall receive a \$1300.00 increase in addition to the overall negotiated increase in effect for that year.

- Year thirty-five (35): shall receive a \$1500.00 increase in addition to the overall negotiated increase in effect for that year.
- Year forty (40): shall receive a \$1700.00 increase in addition to the overall negotiated increase in effect for that year.
- Years 11-14, 16-19, 21-24, 26-34, 36-39, 41 and beyond: shall receive the negotiated increase in effect for that year.

d. Flat Rate Pay: Employees who are requested, by their supervisor, for any additional hours that occur outside of the normal work day will be compensated at the accompanying rate(s):

- 2021-22 thru 2025-26 School Years: \$15.50 per hour.

e. Annual Increases:

2021-22: 2% Increase
 2022-23: 2% Increase
 2023-24: 2% Increase
 2024-25: 2% Increase
 2025-26: 2% Increase

IV. Salary Chart

– See attached chart –

V. Effective Date and Signatures

This understanding is made and entered into this 18th of November, 2021, by and between the Southmoreland School District and the Southmoreland Administrative Assistants.

SOUTHMORELAND SCHOOL DISTRICT
 Negotiating Committee:

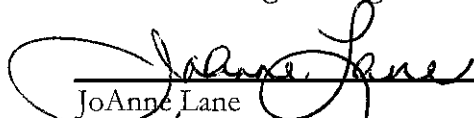


 Kristin Smith, Vice President, Board of Education

 Candice Raymond, Board of Education

 Gail Rhodes, Board of Education

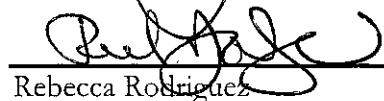
SOUTHMORELAND ADMINISTRATIVE ASSISTANTS
 Negotiating Committee:



 JoAnne Lane



 Kris Leonard



 Rebecca Rodriguez

**Southmoreland Administrative Assistants
Individual Salaries / PSERS Year of Service**

2%,2%,2%,2%,2%,2%

with SENIORITY INCREASE: Year 10: \$300, Year 15: \$500, Year 20: \$700

Year 25: \$1,000 Year 30: \$1,300, Year 35: \$1,500, Year 40: \$1,700

	2020-2021		2021-2022		2022-2023		2023-2024		2024-2025		2025-2026	
	Salary	Percent of Increase	Salary	Percent of Increase	Salary	Percent of Increase	Salary	Percent of Increase	Salary	Percent of Increase	Salary	Percent of Increase
Superintendent's Administrative Asst.: BASE	\$54,373.45	2.00%	\$55,460.92	2.00%	\$56,570.14	2.00%	\$57,701.54	2.00%	\$58,855.57	2.00%	\$60,032.68	
Peggy Tarasan PSERS Years	\$56,862.11 33.00	\$1,137.24	\$57,999.35 34.00	\$1,159.99 1500.00	\$60,659.34 35.00	\$1,213.19	\$61,872.53 36.00	\$1,237.45	\$63,109.98 37.00	\$1,262.20	\$64,372.18 38.00	
Administrative Assistants to Admin: BASE	\$45,909.56	2.00%	\$46,827.75	2.00%	\$47,764.31	2.00%	\$48,719.59	2.00%	\$49,693.98	2.00%	\$50,687.86	
JoAnne Lane (Business Manager Admin. Asst.) PSERS Years	\$46,409.56 15.22	\$928.19	\$47,337.75 16.22	\$946.76	\$48,284.51 17.22	\$965.69	\$49,250.20 18.22	\$985.00	\$50,235.20 19.22	\$1,004.70 700.00	\$51,939.90 20.22	
Gail Ellenberger (1/2 Admin / 1/2 Caf�) PSERS Years	\$46,844.61 15.73	\$936.89	\$47,781.50 16.73	\$955.63	\$48,737.13 17.73	\$974.74	\$49,711.87 18.83	\$994.24	\$50,706.11 19.93	\$1,014.12 700.00	\$52,420.23 20.93	
Laura Geyer (Transportation/Maint./Athletics) PSERS Years	\$48,657.38 25.83	\$973.15	\$49,630.53 26.83	\$992.61	\$50,623.14 27.83	\$1,012.46	\$51,635.60 28.83	\$1,032.71	\$52,668.31 29.83	\$1,053.37 1300.00	\$55,021.68 30.83	
Becky Rodriguez (Payroll) PSERS Years	\$41,318.60 3.53	\$3,167.76	\$44,486.36 4.53	\$3,277.94	\$47,764.31 5.53	\$955.29	\$48,719.59 6.53	\$974.39	\$49,693.98 7.53	\$993.88	\$50,687.86 8.53	
Michele Shawley (Special Education) PSERS Years	\$46,235.87 14.85	\$924.72 500.00	\$47,660.59 15.85	\$953.21	\$48,613.80 16.85	\$972.28	\$49,586.08 17.85	\$991.72	\$50,577.80 18.85	\$1,011.56	\$51,589.35 19.95	

	2020-2021		2021-2022		2022-2023		2023-2024		2023-2024		2023-2024	
	Salary	Percent of Increase	Salary	Percent of Increase	Salary	Percent of Increase	Salary	Percent of Increase	Salary	Percent of Increase	Salary	Percent of Increase
Admin/Bldg Administrative Asst. (1/2 each) BASE	\$43,584.12	2.00%	\$44,455.80	2.00%	\$45,344.92	2.00%	\$46,251.82	2.00%	\$47,176.85	2.00%	\$48,120.39	
Kris Leonard (1/2 Admin) PSERS Years	\$44,831.51 19.81	896.63 700.00	\$46,428.14 20.81	928.56	\$47,356.70 21.81	947.13	\$48,303.84 22.81	966.08	\$49,269.91 23.81	985.40	\$50,255.31 24.81	
Administrative Asst. to Principal: BASE	\$43,936.64	2.00%	\$44,815.37	2.00%	\$45,711.68	2.00%	\$46,625.91	2.00%	\$47,558.43	2.00%	\$48,509.60	
Barbara Conn PSERS Years	\$47,003.12 26.00	\$940.06	\$47,943.18 27.00	\$958.86	\$48,902.05 28.00	\$978.04	\$49,880.09 29.00	\$997.60 1300.00	\$52,177.69 30.00	\$1,043.55	\$53,221.24 31.00	
Lori Herman PSERS Years	\$47,083.63 28.00	\$941.67	\$48,025.30 29.00	\$960.51 1300.00	\$50,285.81 30.00	\$1,005.72	\$51,291.52 31.00	\$1,025.83	\$52,317.36 32.00	\$1,046.35	\$53,363.70 33.00	
Robin Roth PSERS Years	\$45,142.31 19.92	\$902.85 700.00	\$46,745.16 20.92	\$934.90	\$47,680.06 21.92	\$953.60	\$48,633.66 22.92	\$972.67	\$49,606.33 23.92	\$992.13	\$50,598.46 24.92	
Guidance Administrative Asst.: BASE	\$41,257.12	2.00%	\$42,082.26	2.00%	\$42,923.91	2.00%	\$43,782.39	2.00%	\$44,658.03	2.00%	\$45,551.19	
Desiree Pollard PSERS Years	\$37,131.41 7.00	\$2,846.74	\$39,978.15 8.00	\$2,945.76	\$42,923.91 9.00	\$858.48 300.00	\$44,082.39 10.00	\$881.65	\$44,964.03 11.00	\$899.28	\$45,863.31 12.00	
Building Administrative Asst.: BASE	\$41,257.12	2.00%	\$42,082.26	2.00%	\$42,923.91	2.00%	\$43,782.39	2.00%	\$44,658.03	2.00%	\$45,551.19	
Amy Yezeck PSERS Years	\$37,131.41 7.56	\$2,846.74	\$39,978.15 8.56	\$2,945.76	\$42,923.91 9.56	\$858.48 300.00	\$44,082.39 10.56	\$881.65	\$44,964.03 11.56	\$899.28	\$45,863.31 12.56	
Terri Tarr PSERS Years	\$43,578.88 24.93	\$871.58 1000.00	\$45,450.46 25.93	\$909.01	\$46,359.47 26.93	\$927.19	\$47,286.66 27.93	\$945.73	\$48,232.39 28.93	\$964.65	\$49,197.04 29.93	
Kelly Vance 18/19 - Moved to Base Salary PSERS Years	\$41,257.12 14.31	\$825.14 500.00	\$42,582.26 15.31	\$851.65	\$43,433.91 16.31	\$868.68	\$44,302.59 17.31	\$886.05	\$45,188.64 18.31	\$903.77	\$46,092.41 19.31	

\$629,487.52 \$652,026.88 \$674,548.03 \$688,638.99 \$703,711.77 \$720,486.00