

SCHUYLKILL VALLEY SCHOOL DISTRICT

NON-CERTIFIED EMPLOYEE COMPENSATION PLAN



July 1, 2023- June 30, 2026

ADMINISTRATIVE COMPENSATION PLAN

Recitals

WHEREAS, the Schuylkill Valley School District (“the School District”) has previously provided a compensation and benefits to non-certified employees; and

WHEREAS, the School District has determined that beginning July 1, 2023, that it would have a specific compensation plan that outlines the salary and benefits contained herein; and

NOW, THEREFORE, the Board of School Directors of the School District (“the School Board”) hereby adopts this Administrative Compensation Plan (“the Plan” or “this Plan”)

Terms and Conditions of the Plan

1. TERM.

The term of this Plan shall be from July 1, 2023, through and June 30, 2026.

2. DEFINITIONS.

When capitalized herein, the following terms shall have the following meanings unless the context clearly indicates otherwise:

(a) “Employee” shall mean any non-certified employee of the school entity who by virtue of assigned duties is not in a bargaining unit. For purposes of clarity and application of this definition to the School District, the following job titles are covered this Plan:

- a. Executive Secretary to the Superintendent
- b. Executive Secretary Data Management/Human Resources
- c. Health Assistant
- d. Payroll & Taxes Secretary
- e. Transportation & AP Secretary
- f. Secretary Building/Department
- g. IT Technician
- h. IT Technology Support Specialist
- i. Paraprofessional (Special Education / Paraprofessional)

- j. Digital Media Specialist
- k. Accountant
- l. Assistant Athletic Trainer

(b) “Plan” means this Compensation Plan. There are no “side agreements,” Memorandums of Understanding or Memorandums of Agreement between the School District and the Employees hereto except for those agreed upon by the parties after entering into this Agreement.

(c) “School District” means the Schuylkill Valley School District.

(d) “School Board” or “Board” means the Board of School Directors of the School District.

(e) “School Year” means the period of time from July 1 to the subsequent June 30 each year.

(f) “Superintendent” means, as applicable, the Superintendent of Schools of the School District, any acting Superintendent, any Interim Superintendent, or the designee of any of them.

3. ANNUAL WAGE RATES:

(a) Each Employee shall be paid an annual base wage as set forth below.

Classification	Minimum	Maximum
Salaried Exempt Pay Band Level I		
Executive Secretary to the Superintendent/ Board Recording Secretary	27.98	39.16
Salaried Exempt Pay Band Level II		
Accountant	26.44	36.06
Assistant Athletic Trainer (220 days)	26.44	36.06
Digital Media Specialist	26.44	36.06
Salaried Exempt Pay Band Level III		
Executive Secretary HR & Data Management	23.58	33.02
Salaried Non-Exempt: Pay Band A		
Secretary Payroll & Taxes (260)	18.38	25.74
Secretary Transportation & AP (260)	18.38	25.74
Health Assistant (teacher school year)	18.38	25.74
Technology Support Specialist (260)	18.38	25.74
Salaried Non-Exempt: Pay Band B		
Secretary Building/Department (260)	15.06	21.08
IT Technician (260)	15.06	21.08
Salaried Non-Exempt: Pay Band C		

Paraprofessional Personal Care (181)	12.91	18.07
Paraprofessional Special Education	12.91	18.07
Salaried Non-Exempt: Pay Band D		
Paraprofessional Classroom	12.39	17.34
Paraprofessional Library	12.39	17.34
Paraprofessional Reading	12.39	17.34

- (b) Each year (annually) the minimum and maximum pay will be increased based on the Social Security recommended multiplier for cost of living.
- (c) In addition to the Social Security multiplier which shall be added to the minimum and maximum salary ranges each year, (annually) each employee shall receive an additional 3% longevity increase, up through 20 years of service. Following 20 years of service, there will be no 3% longevity increase.
- (d) Each employee shall also be eligible for an annual performance bonus of 0-2%, to be determined by the building administrator or direct supervisor. The performance bonus shall be paid in a lump sum, following board approval of salary increases.
 - 1. Notwithstanding anything herein to the contrary, any Employee who receives an unsatisfactory rating, or who is placed on a performance improvement plan during the rating period for that school year shall not be entitled to any bonus for the following school year.
 - 2. Bonus increases for determination of the 0-2% shall be determined by the following:
 - a) **0-2.0 % shall be assigned based on ratings:**
 - 1. 0% for an overall rating of unsatisfactory
 - 2. 0.5% for an overall rating of needs improvement
 - 3. 1.25% for an overall rating of meets
 - 4. 2.00 % for an overall rating of exceeds

4. WORK DAYS

- (a) Generally, Full-time 260-day employees shall work five (5) days per week, fifty-two (52) weeks per year, a minimum of 8 hours (8) hours per work day, except as follows:
 - i. Sick days as allowed in this Plan;
 - ii. Vacation as allowed in this Plan for 260-day employees;
 - iii. Holidays as defined in this Plan;
 - iv. Personal days as allowed in this Plan;
 - v. Paid or unpaid leaves as required in this plan or under applicable law; and
 - vi. Days on which the School District is closed, and on days in which Employees are advised that they are not required to work, such as may be the case on certain inclement weather days
- (b) Generally, Part-time 260-day employees shall work five (5) days per week, fifty-two (52) weeks per year, a minimum of four (4) hours per work day, except as

follows:

- i. Sick days as allowed in this Plan;
- ii. Vacation as allowed in this Plan for 260-day employees
- iii. Holidays as defined in this Plan;
- iv. Personal days as allowed in this Plan;
- v. Paid or unpaid leaves as required in this plan or under applicable law; and
- vi. Days on which the School District is closed and Employees are advised that they are not required to work, such as may be the case on certain inclement weather days.

(c) Generally, Full-time 220-day employees shall work five (5) days per week, a minimum of eight (8) hours per work day, except as follows:

- i. Sick days as allowed in this Plan;
- ii. Holidays as defined in this Plan;
- iii. Personal days as allowed in this Plan;
- iv. Paid or unpaid leaves as required in this plan or under applicable law; and
- v. Days on which the School District is closed and Employees are advised that they are not required to work, such as may be the case on certain inclement weather days.

(d) Generally, Full-time 181-day employees shall work five (5) days per week, a minimum of 6.5 hours per work day, except as follows:

- i. Sick days as allowed in this Plan;
- ii. Holidays as defined in this Plan;
- iii. Personal days as allowed in this Plan;
- iv. Paid or unpaid leaves as required in this plan or under applicable law; and

(e) Generally, Part-time 181-day employees shall work five (5) days per week, a minimum of three (3) hours per work day, except as follows:

- i. Sick days as allowed in this Plan;
- ii. Holidays as defined in this Plan;
- iii. Personal days as allowed in this Plan;
- iv. Paid or unpaid leaves as required in this plan or under applicable law; and

(f) Minimum Expectations for Salaried Exempt Employees. The foregoing requirements are minimum requirements for salaried exempt employees. Except when absent in accordance with a lawful leave or this Plan, the Employees and the School Board recognize that work will be performed during the Employee's assigned working hours. Work may also be expected to occur during the evening or in emergencies, or on weekends. In such emergency instances where such work is needed, the Supervisor will inform the employee.

- (g) Minimum Expectations for Salaried Non-Exempt Employees. The foregoing requirements are minimum requirements for Non-exempt employees. Except when absent in accordance with a lawful leave or this Plan, the Employees and the School Board recognize that work will be performed during the Employee's assigned working hours. Work will not be expected to occur during the evening or on weekends. In instances where such work is needed, the Supervisor will inform the employee and the employee will fill out the time sheet so that appropriate pay can be provided for the overtime worked. Overtime must be approved by the Supervisor before any work is performed. In no circumstance will "Comp Time" (compensation time) be used to compensate for overtime.
- (h) When school is not in session (closed), due to inclement weather, employees are not required to report to work, unless directed otherwise by the Superintendent.
- (i) Exempt Employees will be expected to attend School Board Meetings and School Board Committee Meetings as directed by the Superintendent or as directed by the Supervisor.

5. INSURANCE AND SELF-INSURANCE BENEFITS.

Notwithstanding anything herein to the contrary, all insurance and self-insured benefits or coverages are subject to the terms, conditions, limitation and exclusions of the applicable plan document and are for benefit eligible employees. Part time employees and Part-time 260-day employees are benefit eligible as defined by this plan.

1. HEALTH INSURANCE.

The preferred comprehensive medical plan which the District provides will continue under this Plan, or an equivalent plan of health insurance shall be provided during the term of this Plan to full-time employees. **Part-time employees are not eligible for this benefit.**

Each eligible employee who elects Health Benefits (Medical, Prescription) coverage shall be responsible for contributing the monthly amount toward the cost of these Health benefits as identified below:

Medical Plan

Monthly benefit contribution rates for exempt Employees shall be based upon six and one-half percent (6.5%) of the total cost for benefits, including prescription, and up to a maximum as indicated below.

Monthly benefit contribution rates for non-exempt Employees shall be based upon six and one-half percent (6.5%) of the total cost for benefits, including prescription, and up to a maximum as indicated below.

2. DENTAL BENEFITS

The School District shall pay one hundred percent (100%) of the premium of dental insurance for each exempt and non-exempt employee. **This benefit shall be provided to full-time and part-time employees.**

The dental care program shall be determined by the District and in the sole discretion of the District.

3. VISION BENEFITS

The School District shall pay one hundred percent (100%) of the premium of vision insurance for each exempt and non-exempt employee. **This benefit shall be provided to full-time and part-time employees.**

The vision care program shall be determined by the District and in the sole discretion of the District.

4. RETIREE BENEFITS

The retired benefit eligible Employee is permitted to purchase District Group Insurance through the district group until age sixty-five (65) (Special Class). If the spouse of the retired Employee is younger, he/she is permitted to continue to purchase District group insurance until he/she becomes age sixty-five (65) (Special Class). If made available by the carrier, such individuals will also be permitted to purchase, in accordance with the above, other insurance benefits made available to Employee.

Employees are only permitted to purchase the insurance for which they were eligible during their employment with the District.

6. TERM LIFE INSURANCE

A. The School District shall provide group term life insurance coverage for each full-time and part-time employee in the amount of \$100,000.

7. 403(b) and 457(b) PLANS

A. The School District shall maintain a 403(b) and 457(b) Plan into which Employees, full-time and part-time who otherwise qualify, may make tax deferred contributions.

B. Schuylkill Valley School District shall contribute 50% of the cost for TSA

management fees. Employees will contribute the remaining 50% cost of these fees.

8. CONTINUATION OF BENEFITS OR INSURANCE

- A. Benefit eligible Employees shall have the right to continue medical and prescription insurance coverage or convert to individual coverage during unpaid leaves of absence at their sole cost and expense (less the FMLA requires the School District to pay for benefits); provided, however, that the insurance plan and/or carrier allows such continuation of coverage or conversion to an individual policy.
- B. Benefit eligible Employees shall have the right to convert to an individual policy after separating from service with the School District to the extent allowed by any applicable plan, policy or insurer.
- C. Benefits may be continued after separation of service by any Employee subject to the terms, conditions and limitations set forth in COBRA and/or section 513(b.1) of the School Code, 24 P.S. §5-513(b.1).

9. LEAVES OF ABSENCE

A. CRITICAL ILLNESS IN IMMEDIATE FAMILY

Days of absence will be allowed for critical illness of each member of the Employee's immediate family and any such day taken shall cause a deduction of sick leave from the Employee. If the Employee has insufficient accumulated sick leave available, the day(s) of absence shall be without pay, however, all days without pay must be pre-approved by direct supervisor and the Superintendent. Critical illness means illness, which the attending physician considers sufficiently serious to require the Employee's presence at the bedside. The Human Resources Office reserves the right to require a statement from the attending physician to substantiate critical illness. Immediate family means husband, wife, children, father and mother, brothers and sisters, grandfather and grandmother, father-in-law and mother-in-law, wherever they may reside. It also includes other members of the family living in the Employee's household, or any person with whom the Employee has made his/her home.

B. PERSONAL ABSENCES

Each employee shall be granted two (2) days of personal leave (without loss of pay or loss of accumulated sick leave) during each year of this agreement. Employees with 10 or more years of service will receive three (3) personal days. Personal leave must be approved by the direct supervisor. Personal days shall be subject to the following guidelines:

1. Employees must request permission for use of personal leave to their supervisor(s) through the Frontline reporting system, at least two (2) days in advance of their intention to take personal leave.
2. In the event that an Employee resigns during the year, he/she is liable to the School District for personal leave used but not accrued during that year
3. At retirement from the public-school system (PSERS), all accumulated unused personal leave, for employees who have been with the District for 15 years or more shall be reimbursed at the per diem rate for each day. The District shall make a non-elective employer contribution into the Employee's 403(b) retirement program equal to the compensation for all unused personal days. The employee shall have no cash option. The employee must establish a 457(b) account prior to separation of service or the employee will forfeit this benefit. Effective the 23-24 school year, employees may not carry more than 10 personal days. Any employee who has accrued more than 10 days prior to the 23-24 school year, shall be paid for those days subject to Appendix A.

C. SICK LEAVE

Sick Leave	
Employee Category	# of Days awarded each year.
Full Time 260 Day Employee	12 days
Part Time 260 Day Employee	12 days
Full Time 220 Day Employee	10 days
Full Time 181 Day Employee	10 days
Part Time 181 Day Employee	5 Days

Each Employee shall be entitled to sick leave subject to the terms, conditions and limitations set forth in in this plan.

All or any part of accumulated unused sick leave may be taken in any or one or more school years, provided that the use of sick leave is in accordance with FMLA provisions and provided that the employee, when requested by the District, provides appropriate documentation for the need for extended use of sick leave.

Any employee who retires from Schuylkill Valley and PSERS with 15 or more years of service, shall receive payment of unused sick leave at a flat rate of \$25 per day for part time and \$35 day for full-time. The district shall make a non-elective employer contribution to the employee's 403(b) retirement program equal to the compensation for all unused sick days subject to the terms above. The employee shall have no cash option. The employee must establish a 403(b) TSA account prior to separation of service of the employee shall forfeit this benefit.

Payment of unused sick leave shall be made to the employee only upon retirement from the public school system (PSERS) for employees with 15 years of service. Should the employee die, the district shall make the maximum payment allowed by IRS regulations to the employees' 403(b) Account.

D. LEAVE OF ABSENCE WITH PAY: DEATH OF IMMEDIATE FAMILY

In the event of the death of an immediate family member, there shall be no deduction in salary for absence on the day of the funeral and two consecutive, additional days. An immediate family member shall be defined as: mother, father, spouse, mother in law, father in law, brother, sister, child, dependent grandchild.

E. LEAVE OF ABSENCE WITH PAY: DEATH OF NEAR RELATIVE

In the event of the death of a near relative, there shall be no deduction in salary for absence on the day of the funeral. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, grandparent, grandparent of spouse, or non-dependent grandchild.

This leave is in accordance with the provisions of the School Laws of Pennsylvania.

F. SERVICE IN COURT

When an Employee is called for jury duty or is subpoenaed to attend as a witness before any court of law, he/she shall receive his/her regular salary to the extent that he/she has not been reimbursed for such attendance by any other source. This service will not be deducted from the Employee's sick leave, personal day leave, or any other leave. A copy of the subpoena shall be sent to the Human Resource Office.

The Employee will present proof to the Human Resource Office that he/she did serve or report as a juror, or was subpoenaed, and reported as a witness in court and the amount of pay, if any, received therefrom. The above shall pertain only to personal and/or professional reasons and not in relation to a second job.

G. PROFESSIONAL LEAVE TO ATTEND EDUCATIONAL CONFERENCE

Absence with pay will be allowed for attendance at educational meetings, conferences, conventions or school business when approval has been secured from the Direct Supervisor. Budgeted funds will be allocated to best serve the interests of the school system.

H. VACATION

All vacation eligible employees shall receive vacation in accordance with and subject to the limitations of this Plan.

All 260- day full time exempt employees shall receive 20 days of vacation exclusive of the holidays listed on the school calendar, and July 4th. Employees employed prior to 2022 shall be grandfathered subject to Appendix A.

260-day full time non-exempt employees and 260-day part time employees shall receive 10 days of vacation exclusive of the holidays listed on the school calendar, and July 4th. Employees employed prior to 2022 shall be grandfathered subject to Appendix B.

- a. Vacation days may be taken at any time during the school year providing arrangements have been made and pre-approval has been provided by the Direct Supervisor.
- b. Employees scheduled to work less than 260 days shall not be eligible to receive vacation.
- c. Employees scheduled to work less than 260 days shall receive 5 paid holidays as indicated in Appendix C.

I. FAMILY MEDICAL LEAVE ACT OF 1993 (FMLA)

The School District shall provide FMLA benefits and rights to all Employees subject to the terms, conditions and limitations in the FMLA; provided, however, that the following rules shall apply:

1. A rolling twelve month look-back shall be used;
2. Each Employee shall complete the District's leave of absence form for all leaves of absence and shall provide the required information and physician certifications required by the FMLA

10. MISCELLANEOUS WORKING CONDITIONS

A. EMERGENCY CONDITIONS

Emergencies such as fire, snow, serious accident, etc, may cause deviation from the workday as determined by the Superintendent.

B. MILEAGE

In any instance where mileage is paid for use of one's personal car for authorized school business (this does not include the normal course of travel required by employment such as an Employee driving to meetings or from building to building), it will be paid at the rate of the current Internal Revenue Business Mileage Reimbursement Allowance. Authorization of the use of a personal vehicle for reimbursement must be pre-approved by the direct supervisor.

C. WORKERS' COMPENSATION

1. Employees shall immediately report a work-related injury or disease to the School Nurse, and the School District's Human Resources Office and shall complete such forms as reasonably required by the School District.
2. If an employee is absent due to any injury or illness sustained while engaged in services to the School District which is determined to be compensable under the Workers' Compensation Act, the School District will pay the Employee the difference between full pay and the workers' compensation benefits received to the extent that the Employee has accumulated and unused sick leave is available, which shall be exhausted on a proportionate basis, and which, when added to the workers' compensation paid will not result in a higher "take home" pay for the Employee than the Employee received as his or her base compensation. In the event that sick leave is paid in full for any absence that is ultimately paid for by workers' compensation, the Employee shall turn the workers' compensation check over to the School District for the applicable period and accrued sick leave, to the extent covered by workers' compensation, will be reinstated to the Employee's account. In order for the Employee to be entitled to the difference between full pay and the workers' compensation benefits received during the time period, the Employee shall be required to use the Employee's accumulated sick leave days toward reducing the School District's obligations pursuant to this paragraph.
3. In the event an Employee has been injured on the job and is determined to be eligible for Workers' Compensation, the School District will not permanently fill the Employee's position, nor shall the School District terminate such Employee for at least one (1) year following the date of the first day of disability, whether the disability is continuous or not. Thereafter, the School District will have no further obligation for retaining the Employee as an Employee in the School District, nor shall the School District have an obligation to find a new or modified position for the Employee. The School District shall have the right to establish a light duty position on a case-by-case basis as it shall determine in its sole discretion. The School District's decision whether to establish a light duty position in any instance shall not be subject to the grievance or arbitration provisions of this Agreement.

D. EARLY RETIREMENT INCENTIVE PLAN

Notwithstanding anything herein to the contrary, the School District reserves the right to provide an early retirement incentive plan during the term of this Plan if the School Board finds it desirable to do so in its sole discretion.

APPENDIX A

All exempt employees employed prior to July 1, 2023 who hold and have earned vacation days beyond the 20 or 10 allotted shall continue to receive the additional day(s) earned during the course of this plan.

APPENDIX B

All non-exempt employees employed prior to July 1, 2023 who hold and have earned vacation days beyond the 20 or 10 allotted shall continue to receive the additional day(s) earned during the course of this plan.

APPENDIX C

The Five Paid Holidays for Full Time and Part Time 181 day employees shall be as Follows:

New Year's Day
Good Friday
Memorial Day
Labor Day
Christmas Day

APPENDIX D

This chart denotes salary for initial step assignment for 2023-2024 school year. Initial step assignment will be applied in the first full pay of January.

In every subsequent year of this agreement, the chart will be updated and salary increases will be applied effective July 1.

Step	Pay Band Level I	Pay Band Level II	Pay Band Level III	Pay Band A	Pay Band B	Pay Band C	Pay Band D
1	27.98	26.44	23.58	18.38	15.06	12.91	12.39
2	28.54	26.92	24.05	18.75	15.36	13.17	12.64
3	29.66	27.88	25.00	19.48	15.96	13.68	13.13
4	30.22	28.36	25.47	19.85	16.26	13.94	13.38
5	30.78	28.85	25.94	20.22	16.57	14.20	13.63
6	31.33	29.33	26.41	20.59	16.87	14.46	13.88
7	31.89	29.81	26.88	20.96	17.17	14.72	14.12
8	32.45	30.29	27.36	21.32	17.47	14.97	14.37
9	33.01	30.77	27.83	21.69	17.77	15.23	14.62
10	33.57	31.25	28.30	22.06	18.07	15.49	14.87
11	34.13	31.73	28.77	22.43	18.37	15.75	15.11
12	34.69	32.21	29.24	22.80	18.67	16.01	15.36
13	35.25	32.69	29.72	23.16	18.97	16.26	15.61
14	35.81	33.17	30.19	23.53	19.27	16.52	15.86
15	36.37	33.66	30.66	23.90	19.58	16.78	16.10
16	36.92	34.14	31.13	24.27	19.88	17.04	16.35
17	37.48	34.62	31.60	24.64	20.18	17.30	16.60
18	38.04	35.10	32.08	25.00	20.48	17.55	16.85
19	38.60	35.58	32.55	25.37	20.78	17.81	17.09
20	39.16	36.06	33.02	25.74	21.08	18.07	17.34

****This chart will be updated each year, and will be added to the document.***

