

**UPPER ST. CLAIR TOWNSHIP SCHOOL DISTRICT  
DIRECTOR AND MANAGER COMPENSATION PLAN**

Effective July 1, 2024 through June 30, 2027

I. Upper St. Clair School District Employees listed on Attachment A are provided the following. Other benefits, such as leaves, will be the same as those listed in the USC teachers' collective bargaining agreement ("CBA").

A. Hospitalization and Prescription Insurance. The School District shall provide the ACSHIC Community Blue Flex PPO Flex Plan or the ACSHIC Community Blue EPO Flex Plan, or any successor plans, with Employees making the same contributions as are applicable to professional employees at Step 15+ under the teachers' CBA.

Employees shall be responsible for all co-payments and deductibles. Should a less costly insurance plan option become available during the life of this Agreement, the Employees shall have the option of selecting the less costly plan, subject to any restrictions of the insurance carrier.

B. Dental Insurance/Vision Insurance

The School District shall provide at no cost to the employee the same dental and vision coverage as provided under the teachers' CBA. Employees shall be responsible for all co-payments and deductibles.

C. Summary Description to Employees. The Board shall make available to each Employee a Summary Description of the above Health Care Insurance and Dental and Vision coverage provided as soon as possible during the school year; it shall include a clear description of conditions and limits of coverage as listed.

D. Employees shall be provided Group Long Term Disability Insurance. The monthly benefits payable shall be 2/3 of the present salary or \$10,000, whichever is the lesser amount. The monthly benefit shall continue at least until the employee's 65th birthday. (See Schedule of Benefits.)

The monthly benefit payable shall become payable only after 60 days or the end of accumulated sick leave, whichever is longer.

In all cases, benefits described above are subject to the terms and conditions of the master insurance policy. The School District shall not be liable for payment or failure of payment by the carrier.

- E. Workers Compensation. Employees eligible for Workers' Compensation shall suffer no loss in pay or reduction in sick leave for the first month of disability. After the first month, the employee will be entitled to Workers' Compensation payments consistent with the teachers' CBA.
- F. Sick Leave. Employees shall be allotted the number of sick leave days per year listed on Attachment A with unlimited accumulation in accordance with the School Code. Sick days may be used for the serious illness of a child, spouse, or parent.
- G. Vacation.
  - (1) Employees shall be allotted vacation days according to the schedule on Attachment A. Eligibility for vacation entitlement is determined as of July 1 of each year for the preceding year of service. Employees resigning during the fiscal year (July 1 to June 30) will receive a pro-rata vacation payment at the time of termination. Pro-rata will be computed on a 260-day work year.
  - (2) Employees may apply unused vacation days / personal days to sick days used during the fiscal year. Example: If a Employee had not used five (5) vacation days by June 30 and had used three (3) sick days during the year, three (3) of the five (5) vacation days are applied to sick leave and the Employee loses two (2) vacation days unless carried over.
  - (3) Employees may carryover up to (5) unused vacation days for use in the next school year, with the approval of the Superintendent.
  - (4) Employees have the option to sell back vacation days according to the schedule on Attachment A and to be paid at the Employee's per diem rate for each vacation day sold back. The election to sell back days in a school year must be made by no earlier than July 1 and no later than June 1 of the applicable school year. The form (Attachment B) is to be used to apply for the sell back.
- H. Liability Insurance. Employees shall be provided liability insurance coverage under the District School Leaders Errors and Omissions Policy. The current limit of liability is \$1,000,000 inclusive of defense costs, charges and expenses. Employees are also covered by an Excess Liability policy. If that policy is discontinued, the Employees will be notified of that change.

- I. Term Life Insurance. Administrative employees shall be provided Term Life Insurance based on two times his/her annual salary, rounded down to the nearest \$1,000, with an option to purchase supplemental insurance in the amount of one times their annual salary or two times their annual salary rounded down to the nearest \$1,000.
- H. Professional Memberships. Annual paid membership to one state and one national professional organization. The Superintendent, or his designee, shall approve the payment. In addition, with the approval of the Superintendent, a Employee may participate in “group memberships” with other Employees in organizations that further District goals.
- I. Tuition Reimbursement. Reimbursement at the annual rate of 100% for the tuition cost for a course(s) taken for additional certification or doctorate. The Employee must provide the Superintendent, or his designee, with a copy of his/her individual Program of Studies and course selections, for approval prior to each semester. To receive payment, the Employee must provide the Superintendent, or his designee, with a copy of the fee statement and a copy of the grade report. A grade of B or its equivalent is required. The Superintendent, or his designee, approves the payment. An official transcript from the office of the registrar must also be on file in the Superintendent's office. Reimbursement will be made at the end of each semester.

In addition, the District shall pay a one-time stipend of \$2,000 upon successful completion of a doctorate degree in a program approved by the Superintendent. If an Employee resigns from the District after the tuition reimbursement and/or the doctorate completion stipend is paid, repayment of the tuition reimbursement and/or the doctorate completion stipend shall be made to the District according to the following schedule:

Resignation Date After Conclusion of Semester in Which the Tuition Reimbursement/ Doctorate Stipend is Paid:	Percentage Repaid:
Less than 1 Year	100%
1 Year or More, but Less Than 2 Years	75%
2 Years or More, but Less Than 3 Years	50%
3 Years or More, but Less Than 4 Years	25%

- J. Personal Days. Annually a minimum of three (3) personal days shall be available. The Superintendent may grant additional days for good cause. Unused days will be converted to sick days.

- K. Employee Stipend. There will be an annual Employee Stipend in the amount listed on Attachment A. This stipend constitutes additional earnings related to the services provided by the Employees. The Employee Stipend will be added to each Employee's salary, divided equally over the 24 pays of each fiscal year.
- L. Salary Continuance. An Employee's salary will be continued for a period of up to 10 days, without use of sick days, if a Employee suffers a physical injury directly caused by an intervention in a disturbance involving one or more students which prevents the Employee from working. In order to be eligible for salary continuance, the Employee must be determined by the Superintendent to have acted in the best interest of the District and the Employee must provide medical certification as may be requested.

## II. Retirement Benefits (Not Applicable to Resignations).

- A. Retiring Employees shall receive the sum of \$5,000.
- B. Employees shall also receive \$100 per year of service in the Pennsylvania State Employees Retirement System.
- C. In addition, unused sick leave reimbursement in the amount of: \$90 per day for Employees who have up to 10 years of PSERS Credit Years (service earned in the Pennsylvania School Employees Retirement System); \$100 per day for Employees who have over 10 years but less than 21 years of PSERS Credit Years; and \$125 per day for Employees who have 21 years of service or more with the PSERS Credit Years.
- D. Retirees will be eligible to obtain one-third year for each whole year of service earned in the Pennsylvania School Employees Retirement System or until the retiree becomes eligible for Medicare, whichever is earlier, medical insurance through the plan applicable to current active District professional employees. The District's contribution at each level of coverage is capped at the amount paid by the District (not including the employee contribution) during the retiree's last school year worked. Retirees are also responsible for all copayments and deductibles. After the Employee's eligibility under the above matrix expires, the Employee will be eligible to participate in the benefit plan by paying the full cost of coverage until Medicare eligible, provided such participation is allowed under the terms of the Plan.

The ability of spouses and dependents to obtain and maintain coverage through the retiree is further conditioned upon substantially similar medical insurance being unavailable at substantially similar cost through the spouse's place of employment. If the retiree's level of coverage changes during retirement (e.g., family to husband and wife), the District's

contribution will be adjusted to reflect the amount paid by the District (not including the employee contribution) for that level of coverage during the retiree's last school year worked. In the event the retiree dies before eligibility terminates, the retiree's spouse and dependents, if covered through the retiree's policy at the time of death, may continue to receive coverage (provided they are eligible for coverage under the terms of the insurance plan) until the spouse is eligible for Medicare benefits, remarries or, through the spouse's place of employment, the spouse (and his/her dependents) is eligible for substantially similar medical insurance benefits at substantially similar cost. The spouse and dependents shall be responsible for any deductibles and co-pays.

For Employees with 25 or more years of District service, their spouses shall continue to be eligible for medical, dental, and vision insurance at the same premium contribution rates applicable to current active District professional employees for an additional three (3) years after the retiree becomes eligible for Medicare or the spouse becomes Medicare eligible, whichever should first occur.

For retirees living outside of the geographic area covered by the medical insurance plan applicable to District professional employees, the School District may make managed care options, such as the Highmark PPO, available to such retirees along the same terms and conditions applicable to retirees living in the geographic area, as set forth in this Plan.

- E. A retiree and his or her eligible dependents may continue in the dental plan and vision plan with no monthly contribution until the retiree becomes eligible for Medicare, provided such participation is allowed under the terms of the Plan. The retiree will be responsible for deductibles and co-pays.
  - F. Retirees will be provided a term life insurance policy in the amount of \$50,000 with the premium paid by the School District until the retiree becomes eligible for Medicare. Retirees may elect to continue coverage without interruption paying full cost of the policy, provided such participation is allowed under the terms of the policy.
- III. Performance Evaluation & Salary

The minimum salary for each position is listed on Attachment A. On a calendar year basis, salary adjustments for Employees will be determined by the Superintendent based on merit, which includes the individual Employee's job performance as determined by the Superintendent, job experience, knowledge, placement within market salary ranges, and the financial status of the District. The Board shall approve the total funding allotment required for all annual adjustments. The individual salary adjustment will be documented in a memorandum to each Employee.

IV. Included Positions:

This Agreement shall cover and be applicable to only those employees listed on Attachment A. In the event an employee is promoted or transferred to a position not under this Agreement, the District shall prepare an appropriate contract.

Adopted: TBD

**ATTACHMENT A**

*Years at USC	Vacation Days	Sell-Back Days	Sick Days	Stipend
0 to 4	20	5	12	\$5,000
5 to 9	21	6	12	\$6,000
10 or more	22	7	12	\$7,000

\*Years as Management Employee at USC

Position	Minimum Salary
Director of Transportation	\$90,000
Director of Facilities & Operations	\$90,000
Human Resources Manager	\$90,000

# ATTACHMENT B

## Vacation Sell Back Election Form

*To be submitted no earlier than July 1 and  
no later than June 1 of each fiscal year*

**Fiscal Year:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Number of days to be sold  
back to the District:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_  
(Superintendent or Assistant Superintendent)

*Payment for the vacation days (at your per diem rate) will be included in your paycheck  
within 30 days following receipt and processing of this request.*