

**UPPER MERION AREA SCHOOL DISTRICT**  
**COMPENSATION PLAN FOR NON-UNION SUPPORT STAFF**  
**July 1, 2024 through June 30, 2025**

## TABLE OF CONTENTS

- I. TERM OF COMPENSATION PLAN
- II. DEFINITION
  - A. PROBATIONARY PERIOD
- III. PLAN ORGANIZATION
  - A. SALARY PLAN
  - B. BENEFITS PLAN
    - 1. MEDICAL INSURANCE
    - 2. PRESCRIPTION PLAN
    - 3. LIFE INSURANCE
    - 4. DENTAL INSURANCE
    - 5. VISION INSURANCE
    - 6. NON DUPLICATION OF BENEFITS
    - 7. LONG TERM DISABILITY
    - 8. MEDICAL WAIVER
    - 9. SICK LEAVE
    - 10. PERSONAL DAYS
    - 11. HOLIDAYS
    - 12. CONTINUING EDUCATION
    - 13. VACATION DAYS
    - 14. JURY DUTY
    - 15. BEREAVEMENT
    - 16. DISTRIBUTION OF UNUSED SICK/VACATION LEAVE  
UPON RETIREMENT

Addendum A – SALARY PLAN

# **COMPENSATION PLAN FOR NON-UNION SUPPORT STAFF**

The Upper Merion Area Board of School Directors adopts the following Compensation Plan for the non-union support personnel (hereinafter referred to as "Employee(s)").

I. Term of Compensation Plan

This Plan is effective July 1, 2024, and shall continue through June 30, 2025, and shall cover both compensation and benefits-related matters for the Employees. The Benefits Plan shall be in effect until June 30, 2025, unless otherwise indicated.

II. Definition

"Employees" are non-union support personnel which shall refer to individuals whose position is designated to provide non-professional support services to an administrator and/or supervisor and their respective department. Included are those Employees who shall follow the 12 month or 10 month Employee work year.

A. Probationary Period

Newly hired employees are considered "probationary employees" for the first 90-calendar days from date of hire. This means an employee may be terminated by the Board at its discretion during this period without cause. The employee must be notified in writing that the probationary period is extended which will not exceed 120-calendar days. A reason must be provided if an extension is issued.

III. Plan Organization

A. Salary Plan

Employees are considered non-exempt (paid via an hourly rate and eligible for overtime pay) as well as exempt (paid via a salary and not eligible for overtime pay) where applicable.

Effective July 1, employees will receive salary increases in accordance with Addendum A of this agreement.

Salaries for new hires in each classification noted in Addendum A shall be set at an amount between the minimum and target salaries included in the range for each classification in Addendum A. The Board on occasion may hire a new Non Union Support Staff Employee at a salary higher than the target salary of each classification on the recommendation of the Superintendent.

B. Benefits Plan

1. Medical Insurance

a) Employees Hired to Full Time Positions

- i. Effective July 1, 2024 through June 30, 2025, all 10 and 12 month Employees contracted to work at least six (6) or more hours per day or thirty (30) or more hours per week ("Full Time Positions"), their spouse, and their eligible dependents shall be eligible to enroll in the same health plan options with the same Board level contributions as provided to the professional employees covered by the Upper Merion Area Education Association (UMAEA).
- ii. During the term of this Plan, the Board agrees to contract with the following companies to provide medical insurance benefits, which benefits will individually be referred to in this section as "Health Benefit Plan" and collectively as "Health Benefit Plans" or their substantial equivalent:
  - (A) Independence Blue Cross/Blue Shield to provide Personal Choice Option 215 ("Personal Choice 215 Plan");
  - (B) Independence Blue Cross/Blue Shield to provide Keystone Direct C1-F1- O1 Point of Service ("POS C1-F1-O1 Plan"); and
  - (C) Independence Blue Cross/Blue Shield to provide Keystone Direct C2-F1- O1 Point of Service ("POS C2-F1-O1 Plan")
- iii. During the term of this Plan, the Board agrees to pay the following amounts toward the premium cost of the Health Benefit Plans for the Employees and their eligible dependents selecting coverage thereunder:
  - (A) The Board shall pay one hundred percent (100%) of the premium cost of the Personal Choice 215 Plan less monthly mandatory payroll deductions of twenty-two percent (22%) of the District's monthly premium cost in plan year 2024-2025.
  - (B) The Board shall pay one hundred percent (100%) of the premium cost of the POS C1-F1-O1 Plan less monthly mandatory payroll deductions of thirteen percent (13%) of the District's monthly premium cost in plan year 2024-2025.
  - (C) The Board shall pay one hundred percent (100%) of the premium cost of the POS C2-F1-O1 Plan less monthly mandatory payroll deductions of eleven percent (11%) of the District's monthly premium cost in plan year 2024-2025.

b) Employees Hired to Part-Time or Variable Hour Positions

Effective July 1, 2024 through June 30, 2025, all Employees not contracted to work at least six (6) or more hours per day or thirty (30)

or more hours per week who nevertheless worked at least 1560 total hours in one or more non-full-time positions during the District's annual look back period and their eligible dependents shall be eligible to enroll in a minimum essential coverage ("MEC") plan sponsored by the District. Employees who enroll in the District's MEC plan will be responsible for the full amount of all plan premiums. An Employee's spouse is not eligible to enroll in the District's MEC plan unless the spouse is also eligible as an Employee.

c) Cafeteria Plan

As a method to permit Employees to pay for their share of Health Benefit Plan Premiums (and other eligible premiums) through pre-federal income tax instead of after-federal income tax contributions, the Board agrees to sponsor an Internal Revenue Code Section 125 Flexible Spending Account Plan. This sponsorship is contingent upon the same being permitted pursuant to law.

2. Prescription Plan

The Board shall make available for Employees enrolled in any of the Health Benefit Plans a five dollar (\$5.00) generic, thirty dollar (\$30.00) brand-formulary, and fifty-five dollar (\$55.00) brand-non-formulary prescription benefit program. Notwithstanding the above, employees shall pay no more than one (1) co-pay per three (3) month supply of maintenance medications. The District may enroll in and utilize the following prescription drug utilization management programs: Rx Control, Rx Enhance, Rx Cares, Maintenance Program, Broad 90, Exclusive Specialty Pharmacy, Retrospective and Concurrent Drug Reviews, Concurrent Audit, Liberty Formulary, Drug Quantity Management, Opioid Management, Compound Drug Management, Cap-Rx Pharmacy Audit Program, Rx Contain, Rx Smart Save, Rx Helix, Rx Unite, and Step Therapy, except that the Step Therapy program shall not apply to any medication that would otherwise be subject to the Step Therapy program and for which a prescription to a Professional Employee commenced prior to July 1, 2020.

3. Life Insurance

The Board shall contribute one hundred percent (100%) of the Employee's rate for life insurance coverage at the Employee's annual salary amount.

4. Dental Insurance

The Board shall provide the same dental option and same Board level contributions towards premium rates for the 10 month and 12 month Employees and their eligible dependents as provided to the UMAEA members.

5. Vision Insurance

The Board shall make available access to Vision Insurance. Employees may at his/her option elect to receive Vision Insurance at the Employee's Cost.

6. No Duplication of Benefits

Husband and Wife Employees. If husband and wife are both Employees of the District, each is eligible for single coverage insurance benefits and either husband or wife is eligible for dependent coverage, but not both.

7. Long-Term Disability

An Employee, who is eligible for benefits, may at his/her option elect to receive long-term disability coverage at the Employee's cost.

8. Medical Waiver

An Employee, who is eligible for medical benefits and opts out of all healthcare benefits, may receive a medical waiver amount equal to \$60/month to be paid quarterly in accordance with the Board's Section 125 plan.

9. Sick Leave

A total of 12 days per year will be available on July 1 of each year to all 12 month Employees. A total of 10 days per year will be available on July 1 of each year to all 10 month Employees. Sick leave shall accumulate without limitation. Employees are eligible to use up to four (4) sick days per year for the purpose of family illness. In order to be eligible for family illness, the individual must be an immediate family member as defined in bereavement leave in Subparagraph 15 of this section.

10. Personal Days

Each 12 month Employee is entitled to five (5) personal days per year. Each 10 month Employee is entitled to four (4) personal days per year. These days are not to be charged against sick leave and are not cumulative from year to year. Unused personal days are to be converted to the available number of sick days the following year. Personal days taken immediately preceding or following a holiday require preapproval from the Human Resources office. Supporting documentation may be required.

11. Holidays

Each 12 month Employee is entitled to twelve (12) paid holidays per year in accordance with the work schedule for twelve (12) month Employees. Each 220 day, 210 day and 205 day 10 month Employee is

entitled to ten (10) paid holidays per year in accordance with ten (10) month Employees. Each 195 and 190 day 10 month Employee is entitled to eight (8) paid holidays in accordance with the work schedule for ten (10) month Employees.

12. Continuing Education

The Board shall reimburse Employees for pre-approved courses related to their work. Included are college or university, continuing education courses, Intermediate Unit in-service courses, and adult school courses. The request for reimbursement must be recommended by the immediate supervisor and approved by the Superintendent or his/her designee prior to enrollment in the course. Maximum reimbursement to any one Employee shall be at eighty percent (80%), subject to an overall maximum of \$1,500 per school year.

13. Vacations

12 month Employees hired after July 1 in any year shall earn 11/12 of day per month

- a. During the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> years of employment, the Employee shall receive 11/12 vacation days per month of active employment or (11) days per year.
- b. During the 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> years of employment, the Employee shall receive 13/12 vacation days per month of active employment or thirteen (13) days per year.
- c. During the 8<sup>th</sup> and 9<sup>th</sup> years of employment, the Employee shall receive 14/12 vacation days per month of active employment or fourteen (14) days per year.
- d. During the 10<sup>th</sup> and 11<sup>th</sup> years of employment, the Employee shall receive 16/12 vacation days per month of active employment or sixteen (16) days per year.
- e. During the 12<sup>th</sup> year of employment, the Employee shall receive 17/12 vacation days per month of active employment or seventeen (17) days per year.
- f. During the 13<sup>th</sup> year of employment, the Employee shall receive 18/12 vacation days per month of active employment or eighteen (18) days per year.
- g. During the 14<sup>th</sup> year of employment, the Employee shall receive 19/12 days per month of active employment or

nineteen (19) days per year.

- h. During the 15<sup>th</sup> through 19<sup>th</sup> years of employment, the Employee shall receive 20/12 vacation days per month of active employment or twenty (20) days per year.
- i. During the 20<sup>th</sup> year of employment and each year thereafter, the Employee shall receive 21/12 vacation days per month of active employment or twenty-one (21) days per year.
- j. Earned vacation days may not be accumulated beyond August 31 of the year following the year in which they were earned.
- k. Vacation days are not applicable to 10 month Employees.

14. Jury Duty

The Board agrees to pay any Employee who serves on jury duty their normal pay for the period of jury duty. Employees who serve on jury duty must supply the District with the check for compensation supplied by the court in order to receive their normal pay for the period of jury duty. Failure to do so will result in forfeiture of their normal pay for the period of jury duty.

15. Bereavement

The District agrees to permit an Employee up to five (5) days with pay for each death in the immediate family. The immediate family shall be defined as wife, husband, son, daughter, mother, father, sister, brother, grandfather, grandmother, grandchild, parents-in-law, son-in-law, daughter-in-law, or near relative who resides in the same household, or any person with whom the Employee has made his/her home.

The District agrees to permit an Employee up to one (1) day with pay for the death of a near relative. A near relative may be defined as a first cousin, aunt, uncle, niece, nephew, brother-in-law or sister-in-law.

16. Distribution of Unused Sick/Vacation Leave upon Retirement

a. Sick Leave Payment

When an Employee retires under any of the provisions of the Pennsylvania Public School Employees' Retirement Law from the District, the Board shall make the following payments as a non-elective employer contribution into each retiring Employee's account under the Plan in accordance with Internal Revenue Code Section 403(b)(3):



- (i) An employer contribution equal to that Employee's per diem rate of pay times a maximum of 50% of up to 60 days of any accumulated sick leave remaining at the end of the prior service year. The per diem rate will be calculated by using the actual number of contracted days.
- (ii) Prior to the District's contributions being made, an account shall be established by the eligible Employee consistent with the District's Plan, designating one or more vendors from the list of vendors available to Employees under said Plan. All District contributions will be considered non-elective contributions and will be subject to the limits established by law for such accounts.
- (iii) Further, if the District's non-elective contribution exceeds the limits established for the relevant Plan Year in which the Employee retires, the District shall contribute as an employer non-elective contribution to one or more accounts described in the Plan and designated by the Employee an amount up to and equal to the established limits for such contributions in subsequent years for a period of the lesser of: (a) five (5) years following the date of termination; or (b) until the benefit amount is exhausted. In the event the Employee dies before the benefit amount described above is exhausted, the remaining benefit shall be forfeited by such Employee.

b. Vacations

An Employee may not receive compensation for more than twenty-one (21) of his/her accumulated vacation days upon resignation or retirement. Twelve-month Employees who are employed for less than a complete school year due to termination of employment or being newly hired will receive vacation days on a prorated basis. (example:  $1\frac{3}{4}$  days per month based on an annual total of 21 days.) The per diem rate of pay shall be calculated based upon a 261 day work year.

Upper Merion Area School District  
Addendum A - Salary Plan - 2024/2025 School Year  
Non-Union Support Staff Salary Ranges and Zones

Employees will receive salary increases effective July 1 based on placement of current salary within the classification and zones defined below.

Level	Min	Target	Max	Zone 1	Zone 2	Zone 3
<b>1. Confidential &amp; Technology Management Group</b>						
CT1	\$60,000	\$75,000	\$90,000	\$60,000	\$70,000	\$80,000
CT2	\$52,000	\$65,000	\$78,000	\$52,000	\$60,667	\$69,333
CT3	\$41,600	\$52,000	\$62,400	\$41,600	\$48,533	\$55,467
<b>2. Auxiliary Personnel (10-month Professional Staff)</b>						
AUX 1	\$57,600	\$72,000	\$86,400	\$57,600	\$67,200	\$76,800
AUX 2	\$41,600	\$52,000	\$62,400	\$41,600	\$48,533	\$55,467
AUX 3	\$24.00	\$30.00	\$36.00	\$24.00	\$28.00	\$32.00
<b>3. Support Staff Positions</b>						
SS 1	\$18.00	\$25.00	\$30.00	\$18.00	\$22.00	\$26.00
SS 2	\$18.00	\$23.50	\$28.20	\$18.00	\$21.40	\$24.80
SS 3	\$18.00	\$22.00	\$26.40	\$18.00	\$20.80	\$23.60
SS 4	\$18.00	\$20.50	\$24.60	\$18.00	\$20.20	\$22.40
<b>4. Instructional &amp; Non-Instructional Assistants*</b>						
ASST 1	\$18.00	\$22.00	\$24.20	\$18.00	\$20.07	\$22.13
ASST 2	\$18.00	\$20.30	\$23.10	\$18.00	\$19.70	\$21.40
ASST 3	\$18.00	\$20.00	\$20.96	\$18.00	\$18.99	\$19.97

Zone 1 (lower 1/3rd): 4.50%  
Zone 2 (middle 1/3rd): 3.00%

Zone 3 (upper 1/3rd): 1.50%  
Over Max Range: 1.00%

Employees must have satisfactory service to be eligible for a wage increase.

\* Scheduled increase based on zone placement above will be increased by 5% for employees who reached five (5) years of service to the District in this group between July 1, 2023 and June 30, 2024.

## Breakdown of Positions by Ranges

1. Confidential & Technology Management Group			
<u>CT 1</u> <ul style="list-style-type: none"><li>- Accounting Manager</li><li>- Administrative Assistant to Supt &amp; Assistant Supt</li><li>- Custodial Coordinator</li><li>- Coordinator of Communications Media</li><li>- Educational Computer Technician #1</li><li>- Employee Benefits Manager</li><li>- Energy and Maintenance Coordinator</li></ul>		<u>CT 2</u> <ul style="list-style-type: none"><li>- Payroll Manager</li><li>- Personnel Manager</li><li>- Systems Data Manager</li><li>- Technology Systems Specialist</li></ul>	<u>CT 3</u> <ul style="list-style-type: none"><li>- Operations Coordinator</li><li>- Secretary to Directors of C&amp;I and Director of Technology</li><li>- Secretary to Director of Student Services /District Registrar</li></ul> <ul style="list-style-type: none"><li>- Coordinator of Student Accounting &amp; Access Program</li><li>- Data Specialist</li><li>- Educational Computer Technician #2</li></ul>
2. Auxiliary Personnel (10 month Professional Staff)			
<u>AUX 1</u> <ul style="list-style-type: none"><li>- District School Safety Officer</li></ul>	<u>AUX 2</u> <ul style="list-style-type: none"><li>- Athletic Trainer</li><li>- Community Mobilizer</li></ul>		<u>AUX 3</u> <ul style="list-style-type: none"><li>- Staff Nurse (formerly Healthroom Assistant)</li></ul>
3. Support Staff Positions			
<u>SS 1</u> <ul style="list-style-type: none"><li>- Culinary Coordinator</li><li>- Food Service Specialist</li><li>- Guidance Technician</li><li>- Secretary to Elementary Principal</li><li>- Secretary to HS Principal</li><li>- Secretary to MS Principal</li></ul>	<u>SS2</u> <ul style="list-style-type: none"><li>- Accounts Payable Clerk</li><li>- Purchasing Clerk</li><li>- Secretary to Athletic Director</li><li>- Secretary to HS Assistant Principal</li><li>- Secretary to MS Assistant Principal (Upper &amp; Lower)</li><li>- Secretary to Supervisor of Special Education</li></ul>	<u>SS3</u> <ul style="list-style-type: none"><li>- Attendance Clerk - Elem</li><li>- Attendance Clerk - HS</li><li>- Attendance Clerk - MS</li><li>- C&amp;I Clerk</li><li>- Guidance Clerk</li><li>- Library Assistant – HS</li><li>- Library Assistant – MS</li><li>- Main Office Secretary – MS</li><li>- Medical Clerk – HS &amp; MS</li><li>- Personnel Clerk</li><li>- Security Guard</li><li>- Special Education Clerk</li></ul>	<u>SS4</u> <ul style="list-style-type: none"><li>- Receptionist - MS</li><li>- Receptionist – Admin. Building</li></ul>
4. Instructional & Non-Instructional Assistants			
<u>ASST1</u> <ul style="list-style-type: none"><li>- Elementary Technology Aide</li><li>- ISS Aide</li><li>- Special Ed Instructional Assistant #1</li><li>- Job Coach</li><li>- Lifeguard</li></ul>	<u>ASST2</u> <ul style="list-style-type: none"><li>- ELL Instructional Assistant</li><li>- Instructional Aide</li><li>- Special Ed Instructional Assistant #2</li></ul>		<u>ASST 3</u> <ul style="list-style-type: none"><li>- Cafeteria-Playground Aide</li></ul>