



**Non-Bargaining Support Personnel
COMPENSATION and BENEFITS PLAN
July 1, 2024 through June 30, 2028**

The Chambersburg Area School District has developed a Compensation and Benefits Program for Non-Bargaining Support Personnel, which includes such positions as confidential, executive, secretarial, and administrative assistants, head custodians and assistant head custodians, ACCESS coordinator, transportation mechanic and transportation specialist/trainer, grounds crew leader, food service field supervisor, police officers, human resources personnel, and other support personnel not recognized in existing CASD bargaining units due to supervisory responsibilities, confidentiality provisions, or other duties.

SALARY INCREASES

Employees who are rated as "satisfactory" or above will be eligible for an increase to their annual base salary as follows:

July 1, 2024: 3.0%
July 1, 2025: 3.0%
July 1, 2026: 3.0%
July 1, 2027: 3.0%

BENEFITS

- **Activity Pass**

Chambersburg Area School District Activity Pass (current Employee ID Badge) valid for Non-Bargaining Support Personnel employees and one (1) guest to be used at CASD school events.

- **Death Benefit**

If a Non-Bargaining Support Personnel employee should die prior to termination of service, the School District shall pay to the employee's beneficiary a death benefit in the amount of \$25,000.

A beneficiary form will be provided to the employee to identify a beneficiary for the District to keep on file in the Human Resources Department. It is the employee's responsibility to update this information should there be any changes during the employee's employment with the District. If an employee does not execute an Employee Death Benefit Designation Form, said benefit shall be payable to the employee's estate.

- **Direct Deposit**

All salary and extra duty compensation shall be provided through direct deposit banking at the bank/credit union of the employee's choice, provided the same can be accomplished without cost to the District. Appropriate forms shall be provided by the District Business Office.

- **Educational Incentive**

- Tuition reimbursement will be at the same benefit level and follow the same procedures as outlined in the collective bargaining agreement for teachers (CAEA).
- Employees also may be eligible for a salary adjustment of \$160 per 45 credit hours (or equivalent three (3) credit course) of continuing education in a certification or educational program related to their job responsibilities provided they submit all required documentation to the Human Resources Department. The maximum benefit for this additional compensation is \$3,950.
- An employee who leaves the District for any purpose other than retirement from PSERS must pay back 100% of the tuition if the departure is within one (1) year of the course completion date as indicated on the pre-approval form, or 50% of the tuition reimbursement if the departure is within two (2) years of the course completion date as indicated on the pre-approval form. Employees seeking tuition reimbursement must acknowledge this responsibility and authorize a payroll deduction for repayment if they do not satisfy the requirements as stated above.

- **Flex Day – Summer Professional Development**

Employees working less than 12 months will have the option to participate in training offered over the summer months for which a flex day will be awarded to be used on a day that school is not otherwise in session.

HEALTH BENEFITS

Medical

The District will offer all employees a Qualified High Deductible Health Plan (QHDHP) for themselves and qualified dependents as follows:

- Annual deductibles:
 - Employee Only: \$1,800.00
 - Employee Plus 1, up to Family: \$3,600.00
- Deductible levels in the QHDHP will increase if the IRS established minimum deductibles for a QHDHP exceeds the District's current deductible levels.
- A Health Savings Account (HSA) will be established for all eligible employees on the QHDHP, with an annual employer contribution equal to 40% of the deductible.

A limited Purpose Flexible Spending account (FSA) and a Dependent Care Account shall also be available.

If an employee elects to opt out of the District's health insurance coverage for the term of this Agreement and in lieu of the District's obligation to provide health insurance coverage for said employee and/or his or her eligible dependents, the District shall pay the employee **\$2,000** annually as additional compensation during each year of the Agreement. Any employee who chooses to opt out of the District-provided health insurance coverage must first provide the District's Human Resources Department with documented proof that said employee has other insurance coverage. It is understood and agreed that an employee who opts out of the District's health insurance plan may re-enroll in said plan in the event that said employee experiences a qualifying event.

Dental and Vision

Vision and dental coverage will be at the same benefit level as outlined in the collective bargaining agreement for teachers (CAEA).

LEAVE BENEFITS

With the exception of Bereavement Leave, all leave benefits will be prorated based on start date and/or end date (if severance is prior to the end of the employee's scheduled work year).

- **Bereavement Leave**

Bereavement Leave will be at the same benefit level as outlined in the collective bargaining agreement for teachers (CAEA).

- **Child Rearing Leave**

One (1) year maximum unpaid/no benefits per child [beyond those provided to eligible employees under the Family and Medical Leave Act (FMLA)]. Employees who are on an unpaid child rearing leave of absence in excess of 50% of their work year will not be eligible for any salary increase in the following year.

- **Flexible Days**

All twelve (12) month Non-Bargaining Support Personnel will receive one (1) flexible day per year to be used on a scheduled calendar day that school is closed but offices remain open.

- **Leave Without Pay**

Upon request and approval, employees may be eligible for a leave without pay or benefits, subject to eligibility and requirements of the Family and Medical Leave Act (FMLA), for a maximum of one (1) year for extraordinary medical or personal issues as determined by the Human Resources Department. Evaluations will be conducted for the year preceding the leave without pay. Upon return from the leave without pay, the rating from the preceding year will be used to determine the performance component of the salary if applicable. Employees who are on

unpaid leave in excess of 50% of their work year will not be eligible for any salary increase in the following year.

- **Personal Leave**

- o Four (4) days for 248 day personnel credited on July 1 with accumulation to eight (8) days.
- o Three (3) days for employees working less than 248 days credited on July 1 with accumulation to eight (8) days.
- o After completing twenty (20) years of service with the District, employees will receive an additional personal day each year thereafter. The additional day will be awarded at the start of the next school/work year following one's completion of twenty (20) years of service. The additional day is a total of one (1) day which will be added to the entitlement numbers outlined in this provision.

- **Sick Leave**

- o 13 days for all 248 day employees credited on July 1.
- o 11 days for all employees working less than 248 days credited on July 1.

Employees covered by this Agreement shall use sick leave for personal or immediate family illness, injury, and doctor's appointments that cannot otherwise be scheduled outside of the regular work day. "Immediate Family" shall mean any person related by blood, legally adopted, or by marriage residing within the employee's household as well as the employee's parents regardless of living arrangements.

The District may request verification of the illness or injury in accordance with the Public School Code of 1949, as amended. Sick leave will be paid at the employee's current rate of pay.

- **Payment for Unused Sick Leave**

Employees hired on or **after July 1, 1993**, shall, upon retirement or death in service, be paid for a maximum of 100 unused sick leave days at \$40.00 per day.

Retirement is defined under the guidelines of the Pennsylvania Public School Employees' Retirement System (PSERS).

As per School Board policy, District payment for all leave paid upon a qualified retirement will be transferred to a 403B or 457 account of the employee's choice.

- **Sick Leave Bank**

Participation in a Sick Leave Bank, while optional, is available to Non-Bargaining Support Personnel. Such Sick Leave Bank is not administered by the District. Rather, such responsibilities belong to a Sick Leave Bank Committee appointed by the Non-Bargaining Support Personnel group.

- **Vacation**

All 248 day Non-Bargaining Support Personnel will receive twenty (20) vacation days, which are credited on July 1. All employees may carry over vacation up to a maximum of ten (10) days. Vacation days from the previous year may be used through September 1st of each year. If any unused vacation days remain upon retirement or death in service, up to twenty (20) days may be submitted for reimbursement at the daily rate of pay. As per School Board policy, District payment for all leave paid upon a qualified retirement will be transferred to a 403B or 457 account of the employee's choice.

MISCELLANEOUS

Inclement Weather/Emergencies

On two (2) hour-delays, all employees shall report two (2) hours late. On a one (1) hour-delay, all employees shall report one (1) hour late. On days that schools are closed due to weather/emergency but the District is open, twelve (12)-month employees shall report to work as scheduled on such days. If the District is closed due to weather/emergency, twelve (12)-month employees shall not report to work.

Exceptions to the paragraph above will include personnel deemed essential for snow removal or other coverage due to emergency situations (i.e. head custodians, assistant head custodians and grounds crew leader).

Longevity

Only those Non-Bargaining Support Personnel employees who received a longevity stipend in the 2020-2021 fiscal year will continue to receive that stipend at the 2020-2021 rate throughout the duration of this Agreement and their employment in a Non-Bargaining Support Personnel position. This benefit will not be extended to any other employee.

Retirement

In accordance with PSERS regulations, employees will be enrolled in the Pennsylvania Public School Employees' Retirement System.

Travel Reimbursement

Employees who are required to use privately-owned vehicles in the performance of their duties shall be reimbursed at the prevailing IRS rate and in accordance with District policy and procedures.

Performance Evaluation

Every Non-Bargaining Support Personnel member will receive an annual performance rating for the year that will be based on the results of a performance evaluation conducted by his/her supervisor. The evaluation will be completed using the classified personnel performance evaluation form and may be supplemented with additional evaluation data if needed.

All performance evaluation forms should be submitted to the Director of Human Resources no later than June 15th.