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ANTIETAM SCHOOL DISTRICT

ATHLETICS/ACTIVITIES COMMITTEE MEETING AGENDA

JUNE 13, 2016 – 6:30 P.M.

1. Update on Impact Testing
2. Salaries for Yearbook/ARTietam
3. Golf Team
4. Update of Athletics Handbook
5. Old Business
6. New Business



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PROPERTY COMMITTEE MEETING AGENDA

JUNE 15, 2016 – 6:00 P.M.

1. A field
 - Signage around field
 - Update on Cameras
 - Update on Mayes Honor Garden
 - Removal of the trees and shrubs on the bank/Coring of tree stumps

2. Middle-Senior High School Gym Project

3. Timelines of possible MSHS Gym Project/MPPC and MPEC Facility Recommendations

4. Future topics: Repairing of the bank; Regrading of the track; Re-gritting of the track; Planting of 7 new trees on bank; Drainage trench and trees along Byram; MPPC and MPEC facility recommendations

5. Old Business

6. New Business



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ANTIETAM SCHOOL DISTRICT

PERSONNEL COMMITTEE MEETING AGENDA

JUNE 15, 2016 – 7:30 P.M.

1. Support staff handbook
2. Part time Social Studies position
3. Overall financial picture of positions 16-17
4. Old Business
5. New Business

ANTIETAM SCHOOL DISTRICT
SUPPORT STAFF
EMPLOYEE HANDBOOK
HIGHLIGHTS OF REVISIONS – JUNE, 2016

Section 11, page 4

- Additional clearances required by the state have been added.

Section 19, page 6

- Probationary Employee added

Section 27, page 7

- Social Media added

Section 34, page 10

- Added Section 125/Cafeteria Plan

Section 35, page 10

- Moved Overtime Pay to Appendix "C"

Appendix A, pages 18 and 19

- Extensive revisions were made to this section, due to the fact that adjustments had not been made to the starting hourly rates since the 2008-09 school year. Since the state now requires special education paraprofessional certification, a classification was added to reflect this, as well as an explanation in Classification VI for instructional assistants who have not yet received their certification. The substitute rate for support staff has also been adjusted according to the classification the individual will be substituting in, rather than a flat \$ amount for substitutes.
- Pay increases section added to base increases on employee evaluation rather than an across-the-board hourly increase for all support staff.
- Education section added

Appendix B, pages 21, 22 and 23

- SICK LEAVE for part-time employees has been modified, permitting employees to accumulate a maximum of five (5) days, rather than losing the two (2) days they are allotted if not used that year.
- PAID HOLIDAYS "B" removed as it no longer applies.

- HEALTH BENEFITS “E” (Deductible Account) section removed from handbook. There was a \$250 escrow account for full-time employees. This had already been removed several years ago from Act 93, AEA, and Confidential handbooks.
- SCHOOL EMERGENCIES/INCLEMENT WEATHER section updated for maintenance/custodial employees.

Appendix C, page 25

- Overtime hours for Cafeteria Staff updated to reflect overtime being offered first to building employees, then district employees.
- Summer Hours section added
- Disciplinary Actions section - moved paragraph under (d) “at will” employment to beginning of section; termination (d) updated

Appendix D, page 27

- Section VI added



**SUPPORT STAFF
EMPLOYEE HANDBOOK**

Adopted

January 27, 2003

Revised

September 2, 2004

Revised

July 1, 2005

Revised

August, 2006

Revised

August, 2007

Revised

August, 2008

Revised

September 2010

Revised

June, 2016

**EMPLOYEE HANDBOOK
OF
ANTIETAM SCHOOL DISTRICT**

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WELCOME TO THE ANTIETAM SCHOOL DISTRICT

Dear School District Employee:

Welcome to the Antietam School District. We are very pleased to have you as an employee of Antietam. We realize that you are being asked, as a new employee, to absorb a large amount of information, not only about your position in particular but also about how Antietam operates and other information necessary for you to do your job successfully.

We have written this Handbook to give you answers to many of the frequently asked questions about school board policy, the compensation and benefits Antietam provides--our responsibilities to you and your responsibilities to the Antietam School District. Please understand that the purpose of this Handbook is to guide employees in their work. None of the listed procedures, policies, or benefits is to be construed as an employment contract. This Handbook can be changed at the Antietam School District's sole discretion at any time, for any or no reason, with or without notice.

In the orientation process, your supervisor will cover this Handbook in detail, at which time you will also be given an opportunity to ask questions about anything in the Handbook you may not understand. We will then require that you signify that you have read and understand its contents by signing a Receipt & Acknowledgment Form. In addition to clarifying responsibilities, we hope this Handbook also gives you an indication of Antietam's interest in all who work and study here.

From time to time the information included in our Employee Handbook may change. Every effort will be made to keep you informed through suitable lines of communication.

Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors are among your reasons for working--pleasant relationships and working conditions, career development and promotion opportunities, and health benefits are just a few. Antietam School District is committed to doing its part to assure you of a satisfying work experience.

I extend to you my personal best wishes for your success and happiness at Antietam.

Regards,

Melissa G. Brewer, Ed.D
Superintendent, Antietam School District

PURPOSE OF THIS HANDBOOK

This Handbook has been prepared to inform you about the Antietam School District's philosophy, employment practices, operational policies and procedures, the benefits provided to you as an employee, and the conduct expected from you.

No employee handbook can answer every question; however, we hope it will help you feel comfortable in your position. We depend on you--your success is our success. We ask that you read this Handbook carefully and refer to it whenever questions arise. Please do not hesitate to ask questions. Your supervisor will gladly answer them.

NOTICE

The purpose of this Handbook is to guide employees in their work at Antietam School District. None of the listed procedures, policies, or benefits is to be construed as an employment contract, nor does it guarantee employment, any benefit, or practice. Furthermore, it is not designed to cover all aspects of employment policy.

Antietam, at its option, may change, delete, suspend, or discontinue any part or parts of the policies in this Handbook at any time without prior notice. Any such action shall apply to existing as well as future employees. Employees shall not accrue eligibility for monetary benefits (provided for in writing) that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.

No one other than the Board of School Directors of Antietam School District, or its written designee, may alter or modify any of the policies in this Handbook. No statement or promise by a supervisor or manager may be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in the Employee Handbook be found to be unenforceable and invalid, this finding does not invalidate the entire Employee Handbook but only the subject provision.

WHAT YOU CAN EXPECT FROM THE SCHOOL DISTRICT

Everything we do here is a team effort. Every person here is expected to do his or her job well. With the support we give each other and the excitement and enthusiasm we generate together, excellence never seems far from our collective reach.

The Antietam School District's employee relations policy is to:

1. Select employees on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.
2. Review wages, employee benefits, and working conditions constantly with the objective of providing benefits in these areas consistent with sound business practices.
3. Provide paid vacations and holidays to all eligible employees.
4. Provide eligible employees with health, retirement, and other benefits.
5. Develop competent employees who understand and meet our objectives and who accept with open minds the ideas, suggestions, and constructive criticisms of management and fellow employees.
6. Allow employees, after talking with their supervisor, an opportunity to discuss any problem with higher level management.

7. Maintain mutual respect in our working relationship.
8. Assure that work areas and offices are attractive, comfortable, orderly, and safe.
9. Do all these things in a spirit of friendliness and cooperation so that the Antietam School District will be known as ``a great place to work!"

WHAT THE SCHOOL DISTRICT EXPECTS FROM YOU

Just as the District assumes certain responsibilities on your behalf, you as an employee have certain responsibilities to the District and your fellow employees. The first and most direct responsibility you have is to do a good job on any assignment given to you. Doing a good job requires these things, as a minimum:

- Knowing your own duties and how to do them promptly, correctly, and pleasantly
- Regular attendance and being on time each day
- Cooperating with management and fellow workers; maintaining a team attitude
- Grasping opportunities for personal development that are offered to you
- Representing the District fairly and professionally in your contacts with vendors, visitors, and other people outside your work environment
- Upholding good safety performance--accurate, prompt reporting of factual data and time information

JOINING US

Section 1 - Equal Opportunity Employer

The Antietam School District provides equal employment opportunity for everyone regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, or disability that does not prohibit performance of essential job functions. This is reflected in Antietam's practices and policies regarding hiring, training, promotions, transfers, rates of pay, layoff, and other forms of compensation. All matters relating to employment are based upon ability to perform the job as well as dependability and reliability once hired.

Section 2 - Employee/Employer Relations

As an employee of Antietam, you will be treated with courtesy, dignity, and consideration. We are committed to fulfilling our obligation to you in regard to wages, job opportunities, job development, and training. In return, you are obligated to give the District your cooperation, personal interest, and best efforts.

Section 3 - Level of Performance

You are expected to fulfill the requirements of your job description as directed by your supervisor.

Section 4 - Safety

All your work shall be performed with concern for the safety of both you and others.

Section 5 - Show of Respect

You are expected to show respect for all other employees and for the property of Antietam.

Section 6 – Attendance

The District's successful operation depends on the attendance of each employee. Unnecessary and unexcused absences are undesirable because they affect not only Antietam's plans and program, but also the way your fellow employees are able to do their jobs. You have a responsibility to place a high priority on regular daily attendance.

Section 7 - Awareness of Policies and Compliance

You are responsible for being familiar with the contents of this Handbook and for complying with all policies and procedures contained herein.

Section 8 - Nature of Job

District employees work in areas where children are constantly present. Your behavior shall be above reproach at all times.

EMPLOYEE SELECTION

Section 9 - Recruitment Policy

The District will make every attempt to secure the best employee for each position. When all things are equal, present employees will be considered for vacancies.

Section 10 - Vacancies

All position openings/vacancies in the District will be posted in specified areas in each building. Current qualified employees are given the opportunity to apply for openings/vacancies and will be considered by submitting a letter of application to the District Office requesting consideration.

Section 11 - Applications

The following information is necessary for employment consideration with the district:

- a. Completed support position application
- b. Act 34 Criminal History Record Check
- c. Act 151 Pennsylvania Child Abuse History Clearance
- d. FBI Fingerprint Record
- e. Act 126 training certificate or completion of Act 126 training
- f. Act 168 from previous employer(s), if applicable

Misrepresentation of any information provided on the employment application or these documents is grounds for non-hiring or termination.

Section 12 - Screening of Applicants

The District will review and screen applicants based on the information provided on their employment applications as well as check references provided by the applicant. The administration may administer or have administered screening tests to determine a candidate's ability to perform the tasks required by the position. These tests may be given to candidates for job changes as well as to new applicants.

Section 13 - Hiring of Relatives

The District may hire relatives of employees if the new employee does not work in a manager-subordinate relationship with the relative.

Section 14 - Temporary Summer Employees

Procedures for recruiting temporary summer help will be the same as those used for recruiting other employees. Job vacancies will be posted at the buildings.

HIRING

Section 15 - Board Approval of the Candidate

All employees' hiring must be approved at a public meeting of the Board of School Directors. With prior approval from the Superintendent, new employees may conditionally begin work prior to board approval if necessary when the candidate has completed all requirements for employment.

Section 16 - Letter of Employment

Following Board action, the Superintendent will send the new employees a letter confirming their appointment and outlining the salary and benefit program. **This letter is only for information--it is not an employment contract.**

Section 17 - Job Description

Each employee will be provided with a job description for his or her position and will be responsible for compliance with all aspects of that description.

Section 18 - Employee Health Examinations

Candidates chosen for employment will be required to complete the following:

a. Post-Offer Physical Exam

Completion of a successful physical examination is required of all new employees. Employees may have the examination performed by a personal physician at the employee's expense, or by the Antietam School District's physician at our expense.

b. Other Required Examinations

The district may require special medical examinations for any employee at any time. An employee may be required to undergo a health examination on District time and expense at any point of employment to ensure that the employee is physically, mentally, and/or emotionally capable of handling tasks involved in their job position safely and without possible harm to themselves or others.

EMPLOYEE CLASSIFICATION

Section 19 - Employees

a. FULL-TIME EMPLOYEE: Any employee who has successfully completed the Probationary period of employment and works at least thirty (30) hours a week on a regular basis. Full-time employees are eligible for all benefits provided they meet the requirements specified in the individual benefit plans.

b. PART-TIME EMPLOYEE: Any employee who works less than thirty (30) hours a week. Part-time employees are not eligible for benefits unless specified under each benefit plan or to the extent required by provision of state and federal laws.

c. TEMPORARY EMPLOYEE: Any employee who is employed as either full or part-time with the understanding that their employment is temporary and/or seasonal, and will be terminated on a specific date or upon completion of an assignment. Summer workers are considered temporary employees.

d. PROBATIONARY EMPLOYEE: Any new employee and employees voluntarily transferring shall be regarded as probationary employees for a period of ninety (90) calendar days following the date of their employment in the new assignment. Employees new to the District shall have no seniority rights during that time. At the end of the two-month probationary period, the employee will be evaluated and if satisfactory, will continue in the position. The District reserves the right to extend the probationary period for an additional 30 days if the employee has not completely qualified in the position or automatically terminate any new employee without cause during the probationary period. During probation, an employee shall not be paid for absences or vacation but may earn sick leave and use earned sick leave.

Employees voluntarily transferring to another position will be returned to their original position with the District if they are found to be unqualified or unsatisfactory for the new position.

The District reserves the right to terminate the employment of any new employee displaced by an employee returning to an original position due to unsuccessful qualification.

EMPLOYMENT POLICIES

Section 20 - At-Will Employment

All employment and compensation with the Antietam School District is "at will" in that your employment can be discontinued at any time, for any or no reason, with or without notice at the option of either Antietam or you, except as otherwise provided by law.

Section 21 - Personnel Files

If you have a change in any of the following information, please be sure to notify the Business Office: name, home address, home telephone number, number of dependents, marital status, insurance or retirement beneficiary, status of driver's license, exemptions on your W-4 form. Coverage or benefits that you and your family may receive under the District's benefits package could be negatively affected if the information in your personnel file is incorrect.

Section 22 - Driver's License and Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license. A driving record search will be done and must be acceptable to our insurer. Any changes in your driving record must be reported to the Business Office immediately. Failure to do so may result in disciplinary action, including possible termination.

Section 23 - Former Employees

To be considered, an applicant must follow District application procedures and have been in good standing at the time of termination of employment and must have provided at least two weeks advance notice of termination. A re-hired employee shall accrue benefits as if they were a new employee.

Section 24 - Dress Guidelines/Uniforms/Safety Equipment

Clothing shall be neat, clean and appropriate for the nature of the work required and comply with all safety standards. Special safety equipment shall be worn as directed by your supervisor and District policy. If the District requires any safety equipment or uniforms, the District shall be responsible for the cost of that item(s). The following list of items, while not all inclusive, are examples of inappropriate dress items:

24.1 Specific guidelines: Maintenance, Custodial, and Food Service Employees

Sweat pants or jogging suits; spandex or stirrup pants; ultra-short skirts or dresses (mid-thigh or higher); halter tops; tank tops* or camisoles; low-cut, cropped (above the waist) tops; underwear that is visible; flip-flop sandals; sneakers*

* Unless appropriate to the position or for health and safety reasons and approved by the employee's supervisor

24.2 Specific guidelines: Instructional and Non-Instructional Aides, Van drivers

Sweat pants or jogging suits; spandex or stirrup pants; ultra-short skirts or dresses (mid-thigh or higher); halter tops; tank tops* or camisoles; low-cut, cropped (above the waist) tops; underwear that is visible; flip-flop sandals; sneakers*

* Unless appropriate to the position or for health and safety reasons and approved by the employee's supervisor

Section 25 - Confidential Information

Personal information about students, parents, and employees is of a confidential nature. You may have access to this as part of your job responsibilities or by accident because of the conditions under which you work. You are reminded that as an employee of the District you are prohibited from discussing or revealing any of this information either to the general public, your fellow employees, or anyone. If you violate this policy, you may be subject to discipline up to and including termination.

Section 26 - Personal Telephone Use

Personal phone calls may be necessary at times and should be made or accepted only when absolutely necessary and made as brief as possible. Long-distance calls should be charged to your home telephone number or phone charge card. Use of personal cell phones during work hours should also be kept to a minimum.

STANDARDS OF CONDUCT

By accepting employment with us, you have a responsibility to the District and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights but rather to be certain that you understand what conduct is expected and necessary.

Section 27 – Social Media

All employees have the responsibility to conduct themselves on social media according to behavioral guidelines provided in this handbook. A failure to conduct oneself in an acceptable manner or post derogatory remarks, sexually explicit photos or any other personally or work-related material may be subject to dismissal.

Section 28 - Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. Occurrences of any of the following activities, as well as violations of any Antietam School District rule or policy, may be subject to disciplinary action, including possible immediate dismissal. This list is not all-inclusive and, notwithstanding this list, all employees remain employed "at will"; that is, either the employee or the Antietam School District can discontinue employment at any time, for any or no reason, with or without notice. **While many of the following refer to occurrences on school property and/or in your role as a district employee, you are required to notify your immediate supervisor of any such acts/occurrences that occur outside the district. Failure to do so may result in immediate termination.**

- Violation of security or safety rules or failure to observe safety rules or safety practices; failure to wear required safety equipment; tampering with Antietam's equipment or safety equipment.

- Negligence or any careless action that endangers the life or safety of another person.
- Intoxication or under the influence of controlled-substances while at work; use, possession, or sale of controlled-substances in any quantity except use of medications prescribed by a physician for you that do not impair work performance.
- Possession of firearms, weapons, explosives, or any dangerous or illegal items on school property or while on duty.
- Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on school premises or when representing Antietam; fighting or horseplay or provoking a fight on school property, or negligent damage of property.
- Prosecution for any offense that may be considered reason for concern for employment around children.
- Conviction of a felony or misdemeanor.
- Insubordination or refusal to obey instructions issued by your supervisor pertaining to your work; refusal to help out on a special assignment.
- Engaging in an act of theft or sabotage; causing the loss, destruction or damage of school property or the property of fellow employees, suppliers, or visitors in any manner. Creating or contributing to unsanitary conditions.
- Unauthorized possession, use or removal of any school equipment or property, including documents, from the premises without prior permission from management.
- Dishonesty; falsification or misrepresentation of your application for employment or other work records; lying about sick leave; falsifying reason for a leave of absence or other data requested by the District; alteration of school records or other school documents.
- Malicious gossip, harassment, and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
- Immoral conduct or indecency.
- Divulging or releasing confidential data or information.
- Failure to report an absence or late arrival; excessive absence, repeated tardiness or leaving early. Failure to be ready to work at the start of a workday, sleeping on the job; loitering/loafing or stopping work before time specified for such purposes.
- Posting, removing, or altering notices on any bulletin board on school property without permission of management. Soliciting or collecting funds of any kind for charities or others without authorization on work time.
- Obscene or abusive language toward any supervisor, employee, student, or visitor; indifference or rudeness toward a visitor or fellow employee; any disorderly or antagonistic conduct on the District premises.
- Failure to immediately report damage to or an accident involving school equipment.
- Failure to use your time card; alteration of your own time card or records or attendance

documents; failure to punch your own time card; punching or altering another employee's time card or records, or causing someone to alter your time card or records. Unauthorized overtime.

- Unauthorized possession, use, or distribution of Antietam School District keys.
- Unauthorized purchase of equipment, supplies, or materials for personal use.
- Violation of any other Antietam School District rule or policy.

Section 28a - Notification of Criminal Conduct

If you are arrested/charged with any kind of criminal activity, you must report it to the Superintendent's office immediately. Failure to do so may result in immediate termination.

COMPENSATION AND PERFORMANCE

Section 29 - Salary Program

The salaries and wage rates for support personnel are established for each fiscal year by the Board of School Directors. Wage increases shall become effective July 1st and are normally granted to employees who have received a satisfactory performance review.

Section 30 - Payroll Workweek

The payroll workweek begins on 12:01 a.m. each Sunday and ends on Saturday at 12:00 midnight.

Section 31 - Pay Period

Pay periods are every two weeks based on the workweek described above.

Section 32 - Payday

Payday is normally every other Thursday for services performed for the two (2) week period ending the previous Saturday at midnight.

Section 33 - Payroll Deductions—Mandatory

- | | | | |
|----|---------------------------|----|--------------------------|
| a. | Federal Income Tax | b. | Social Security |
| c. | State Income Tax | d. | Local Income Tax |
| e. | Retirement | f. | Occupation Privilege Tax |
| g. | Unemployment Compensation | | |

Section 34 - Payroll Deductions—Voluntary

The District will deduct for employees, at their written request, payment to the following organizations approved by the District:

- a. United Way
- b. Reading Berks School Employees Credit Union Deduction
The District agrees to allow payroll deductions for the Reading Berks School Employees Credit Union. The amount deducted may be altered by notifying the Business Office in writing, three (3) weeks in advance of any desired changes.

- c. **Tax-Sheltered Savings/403(b) Plan**
You may, after completing the appropriate Salary Reduction Form, have a deduction made from your paycheck to an approved vendor as listed in the Antietam School District's 403(b) Plan document. You must agree to keep the District informed, in writing, of any changes in these deductions and that you will not hold the District responsible for failure to make, discontinue, change a deduction, or not make a deduction when this information is not provided by you to the District.

- d. **Section 125/Cafeteria Plan**
The District will provide eligible support staff employees of the District an opportunity to participate in a program for the reimbursement of qualifying health care expenses that are excludable from the participants' gross income under Code section 105(b) and dependent care expenses that are excludable from the participants' gross income under Code section 129 via the Antietam School District Cafeteria Plan, up to specified limits as set forth in the Internal Revenue Code.

Section 35 - Overtime Pay: See Appendix "C"

Section 36 - Time Cards/Records

By law, we are obligated to keep accurate records of the time worked by hourly employees. This is done by the use of time cards. Your time card is the only way the payroll department knows how many hours you worked and how much to pay you. Your time card indicates when you arrived and when you departed. Your time card must show your 30-minute lunch period and brief absences like doctor's or dentist's appointments.

You are responsible for your time card. If you forget to punch in or out or make an error on your card, your supervisor must make the correction and you and your supervisor must initial the correction. Excessive failure to punch in or out may result in disciplinary action. Tampering with another's time card will result in disciplinary action, including possible dismissal. In the event of an error in recording your time, report the matter to your supervisor immediately.

Section 37 - Wage Assignments (Garnishments)

Whenever court-ordered wage assignment or garnishment against your wages are to be taken from your paycheck, you will be notified. According to the Federal Wage Garnishment Act, three (3) or more garnishments may be cause for discipline up to and including termination.

Section 38 - Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, call the Business Office immediately. We will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

Section 39 - Performance Reviews: See Appendix "C"

WORK SCHEDULE

Section 40 - Absence or Tardiness

From time to time it may be necessary for you to be absent from work. The District is aware that emergencies and illness may arise. Sick days have been provided for this purpose as outlined in the Benefits Package section of your Handbook.

When you call in to inform the District of an illness, unexpected absence or late arrival, ask for your supervisor directly. For late arrivals, please indicate when you expect to arrive for work. If your supervisor is not available

when you call, you may leave the information with another District Office person. Notifying a fellow employee is not sufficient. If you are unable to call in yourself, make sure to have someone call on your behalf.

Absence from work for three (3) consecutive workdays without notifying your supervisor will be considered a voluntary resignation.

Section 41 - Excessive Absenteeism or Lateness

In general, five (5) incidents of absence in a 90-calendar day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is as detrimental to the District as an absence. Three (3) incidents in a 90-calendar day period will be considered a "tardiness pattern" and will carry the same weight as an absence. Be aware that excessive absenteeism, tardiness, or leaving early may lead to disciplinary action, including possible termination.

Section 42 - Record of Absence or Lateness

If you are absent because of illness for three (3) or more consecutive work days, you may be required to submit written documentation from your doctor. You will be responsible for any charges made by your doctor for this documentation, if it is requested.

Section 43 - Delayed Openings or Emergency Closing of Schools: See Appendix "B"

THE BENEFITS PACKAGE

The benefits program described in this Handbook represents a very large investment by the Antietam School District, and we trust that you will avoid abusing any of the program's benefits. The District will periodically review this benefits program and make modifications as appropriate.

Section 44 - Eligibility for Benefits

If you are a full-time employee and work at least thirty (30) hours a week on a regular basis, you will enjoy all of the benefits described in this Handbook as soon as you meet the eligibility requirements for each particular benefit.

Section 45 – Vacation: See Appendix "B"

Section 46 - Sick Leave: See Appendix "B".

Section 47 - Funeral (Bereavement Leave): See Appendix "B"

Section 48 – Holidays: See Appendix "B"

Section 49 - Jury Duty Leave: See Appendix "B".

UNPAID LEAVES OF ABSENCE

Section 50 - Family Medical Leave Act (FMLA)

Under the Family Medical Leave Act, you may be entitled to twelve (12) weeks of unpaid leave with benefits. The terms of that leave are briefly outlined here. For a copy of the complete policy, contact the District Office.

- a. Eligibility - If you have been employed by the district for twelve (12) months and have worked a minimum of 1,250 hours, you are eligible for FMLA.
- b. Qualifying Reasons:

1. The birth of a child and the care for this child
 2. The adoption or foster placement of a child
 3. The serious health condition of your spouse, parent, or child when you are needed to care for the family member, and
 4. Your own serious health condition that makes you unable to perform the functions of your position.
- c. Application - Your maximum leave under this Act is twelve (12) weeks.
 - d. Limitations - When both a husband and a wife work for the district, FMLA is limited to an aggregate of twelve (12) weeks for the birth, adoption, or foster care of a child, or to care for a sick family member.

Section 51 - Military Service Leave

The Antietam Board of School Directors recognizes and complies with the Nation's need for military preparedness and grants military leave subject to the following conditions:

- a. An employee who has completed twelve (12) months of continuous employment and is drafted into military service, will, upon request, receive unpaid leave of absence for the duration of the required service.
- b. A similar unpaid leave will be granted to an employee of like service during the active duty period of enlistment in the Active Reserve or National Guard.
- c. Upon presentation of written Reserve or National Guard orders to the supervisor, an employee will receive unpaid leave for annual training.

INSURANCE COVERAGE

A comprehensive health and life insurance program is available to full-time employees. If you are eligible and you are hired before the fifteenth day of the month, your coverage begins on the first day of the current month. New employees who begin employment after the fifteenth day of the month will begin coverage on the first day of the following month. If your dependents are eligible, their coverage will also begin on that date.

Section 52 - Health Benefits: See Appendix "B"

Section 53 - Life Insurance: See Appendix "B"

Section 54 - Termination of Benefits

Upon termination of employment for any reason, full-time employees will continue to receive health insurance coverage at District expense for the final month in which service was rendered to the District.

Section 55 - Continuation of Benefits (COBRA Coverage)

If you were covered under the Antietam School District's health plan immediately before one of the following qualifying events and coverage under the plan would otherwise be lost as a result of that event, you may purchase health coverage for no longer than the maximum period specified for that event except as required under Section 4980B of the Internal Revenue Code of 1986 as amended.

1. At your death, coverage may be purchased by your spouse and children for a maximum of thirty-six (36) months.

2. At the termination of your employment (other than for gross misconduct) or reduction of hours, continued coverage may be purchased by you, your spouse and children for a maximum of eighteen (18) months.
3. At the divorce or legal separation from the employee, continued coverage may be purchased by the covered spouse and children for a maximum of thirty-six (36) months.
4. At age 65 when you are eligible for Medicare health plan benefits, continued coverage may be purchased by the spouse (if ineligible for Medicare) and children for a maximum of thirty-six (36) months.
5. At a covered child's attainment of the limiting age, continued coverage may be continued by the child for a maximum of thirty-six (36) months.
6. Failure to pay the required monthly premium and fees to Antietam by the premium deadline date may result in termination of the health benefit.

GOVERNMENT COVERAGE

Section 56 - Workers' Compensation

The Pennsylvania Workers' Compensation Law is a no-fault insurance plan which is supervised by the state and paid for by the District. This law was designed to provide you with benefits for any injury you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for workers' compensation.

The intent of sick leave is to provide a continuous income at the same level paid while on the job. If you receive workers' compensation, you may use sick leave to make up the difference between your regular take-home pay and the amount received in workers' compensation benefits. Your sick leave will be charged on a prorated basis to the nearest one-third day per absence. If you are paid full sick leave and then receive workers' compensation benefits for those days, you must reimburse the District to recover earned leave time used. You may not collect workers' compensation and full sick pay at the same time.

If you sustain a work-related injury, no matter how slight, you are to immediately report that injury to your supervisor. An accident report must be completed and signed by your supervisor and forwarded to the Business Office immediately, or, if the office is closed, within twenty-four (24) hours. Failure to complete the appropriate report or failure to notify the supervisor may jeopardize your right to a claim as a result of an injury.

Except in an emergency, you must use one of the designated health care providers posted in each building. If you do not visit a health care provider on this list and seek treatment elsewhere, the District is not responsible for the payment of any medical treatment you receive during the mandatory period as set by Workers' Compensation Law.

Section 57 - Retirement

All public school employees working a minimum of one hundred-eighty (180) days or five hundred (500) hours per year are required by law to enroll in the Public School Employees' Retirement System (PSERS) and contribute by payroll deduction at the current established rate.

Part-time employees may waive membership in the PSERS if they elect to contribute to an Individual Retirement Account (IRA) instead of joining the system. A waiver form must be completed and submitted at the beginning of each year to PSERS by part-time employees who choose not to join. Additional information regarding retirement is available from the Business Office.

Section 58 - Unemployment Compensation

The District is required by law to contribute to unemployment compensation benefits. The employee is also required to contribute at the prevailing rate. Deductions are made each pay period. If an employee becomes unemployed,

eligibility for unemployment compensation benefits will be determined by the local state unemployment office. Employees given reasonable assurance of employment are not eligible for unemployment benefits.

OTHER BENEFITS

Section 59 - Vehicle Mileage Reimbursement

An employee who is authorized by the Superintendent to use their personal vehicle for travel between school buildings or other local travel shall be reimbursed at a mileage rate equivalent to the "optional mileage deduction" permitted by the Internal Revenue Service.

RULES AND REGULATIONS

Antietam School District has established rules and regulations to assure the safety and welfare of its employees and students, to provide for management controls, and to protect District property. Violation of these rules warrants disciplinary measures to be taken up to and including termination.

Section 60 - Smoking/Tobacco Use

Board policy bans the use of all tobacco products in all school buildings, school property in the Antietam School District, and in all school vehicles by all persons at all times. In addition, District employees and contracted employees shall not use tobacco products while working with students in any location.

Employees who violate this policy will be subject to disciplinary action including possible immediate termination.

Section 61- Alcohol and Illegal Drug Use

The Antietam School District forbids the possession and/or use/abuse of drugs and/or alcohol by all employees while in performance of their duties.

a. Definitions

Drugs/illegal drugs are defined as those outlined in the Controlled Substance, Drugs, Device and Cosmetic Act. Alcohol is defined as a beverage, either commercially or non-commercially produced, that contains alcohol, and includes, but is not limited to, beer, whiskey, liquor, wine, etc.

Conviction is defined as a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of a federal or state criminal drug statute. Any employee convicted of delivery of a controlled substance or convicted of possession of a controlled substance with the intent to deliver shall be terminated from his or her employment with the District.

Criminal drug statute is defined as a federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any illegal drug, and/or alcohol.

Drug-free workplace is defined as the site, whether on Antietam School District property or elsewhere, at which employees, in carrying out the requisites of their job descriptions, are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of illegal drugs and/or alcohol.

Section 62 - Sexual Harassment

a. Sexual Harassment is prohibited.

It shall be a violation of school policy for any member of Antietam's staff to harass a student or another staff member through conduct or communications of a sexual nature. Any employee of the District who engages in conduct that constitutes sexual harassment as defined in District policy shall be subject to discipline up to and including termination. Any employee or student of the District who is subjected to sexual harassment in the course of his or her employment or education in the Antietam School District shall have the right to file a complaint.

b. Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination prohibited by Titles VII and IX of the Civil Rights Act of 1964, as amended, and the Pennsylvania Human Relations Act. The following behavior constitutes prohibited sexual harassment for purposes of this policy:

1. Unwelcome sexual advances

2. Requests for sexual favors

3. Other unwelcome verbal or physical conduct of a sexual nature, when made by any member of the school staff to a student or to another staff member, when:

a) Submission to this conduct is explicitly or implicitly required of the recipient as a term or condition of an individual's employment or education

b) Submission to or rejection of this conduct is used as the basis for academic or employment decisions affecting the recipient

c) This conduct has the purpose or effect of unreasonably interfering with the recipient's work or school performance or of creating an intimidating, hostile, or offensive working or learning environment.

Sexual harassment, as defined above, may include, but is not limited to, the following: verbal harassment or abuse of a sexual nature, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcomed touching, suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

c. Consequences of Violation of Policy

Any employee of the District who is found to have engaged in conduct constituting sexual harassment may be subject to discipline up to and including termination. In addition, any employee found to have violated this policy may be required to participate in educational or training activities, counseling, or mediation, as a condition of continued employment. Determination of the appropriate disciplinary sanctions or educational or conciliatory requirements shall be based upon the circumstances of the individual case.

d. Complaint Procedure

Any person who alleges sexual harassment by any staff member in the District may use Antietam's complaint procedure and complain directly to his or her immediate supervisor, building principal, or other individual designated to receive the complaints. If the complaint involves someone in the staff member's direct line of supervision, then the staff member should inform another member of the administration of the complaint. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment or work assignments. A Form of

the Complaint to be used may be obtained from your supervisor, or you may refer to Board Policy #248.

OUTSIDE ACTIVITIES AND NON-SCHOOL EMPLOYMENT

Section 63 - Solicitation of/by Employees

Solicitation or selling of any items during working time and in working areas is not permitted. You are not permitted to distribute non-district literature in work areas at any time during working time. Solicitation during authorized meal periods is permitted so long as it is not conducted in working areas.

Section 64 - Property and Equipment Care

It is your responsibility to understand the machines and equipment that you need to use to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and the District. If you find that a machine is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Section 65 - Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all Antietam School District activities. We want to protect you against industrial injury and illness as well as minimize the potential loss of production.

You are required to report all injuries to your supervisor immediately, as well as anything that needs repair or is a safety hazard. Below are some general safety rules. Your supervisor may post other safety procedures in your department or work area.

- Avoid overloading electrical outlets with too many appliances or machines.
- Use flammable items, such as cleaning fluids, with caution.
- Report to your supervisor if you or a co-worker becomes ill or injured.
- Ask for assistance when lifting heavy objects.
- Wear or use appropriate safety equipment and clothes (e.g., work gloves) as required in your work.
- Avoid "horseplay" and practical jokes.
- Start work on any machine only after safety procedures and requirements have been explained and you understand them.
- Stack materials only to safe heights.
- Watch out for the safety of fellow employees.
- Use the right tool for the job and use it correctly.

Remember, failure to adhere to these rules will be considered a serious infraction of the safety rules and may result in disciplinary action up to and including termination.

Section 66 - Safety Rules When Operating Machines and Equipment

- Machine guards must be in place while machines are in operation.
- Loose clothing, jewelry or rings must be removed before operating machinery.

Section 67 - Security

Maintaining the security of the District buildings and vehicles is every employee's responsibility. Develop habits that ensure security as a matter of course. For example

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible or your supervisor.
- Know the location of all alarms and fire extinguishers and familiarize yourself with the proper procedure for using them should the need arise.
- When you leave District premises after working hours when doors are normally locked, make sure that your exit door is properly locked and secured.

Section 68 - Theft

Internal theft can be a serious problem. Although taking small items of District property may seem inconsequential to you, the cumulative effect can be very large. Property theft of any type will not be tolerated by the District. We consider property theft to be the unauthorized use of District services or facilities or the taking of any district property for personal use.

The penalty for any incidence of unauthorized possession or removal of District property may be a disciplinary action up to and including immediate dismissal and you may be subject to prosecution. If you are dismissed because of unauthorized possession or removal of District property, the reason for your dismissal may be provided to any future employer that contacts us.

Section 69 - Inspection of Parcels and Lockers

The Antietam School District reserves the right to have its designated managers open and inspect any suspect parcels or packages even if they are the personal property of an employee. The same right of inspection applies to lockers provided to employees by the District.

Section 70 - Personal Property

The District is not responsible for damage or loss of personal property or clothing of an employee while in the performance of his or her assigned duties.

Section 71 - Employee Lists

To protect every employee's right to privacy, no lists of home addresses, telephone numbers, or other personal information may be collected or distributed without the written approval of the Superintendent.

Section 72 - Lost Check Policy

The following guidelines are provided if you lose a check that has been issued to you by the District:

- Notify the Business Office after you have exhausted all possibilities of finding the check.
- The Business Office will notify the school bank depository to stop payment on the check immediately.

LEAVING

Section 73 - Resignation

If you anticipate resigning your position with the District, you are requested to notify your supervisor in writing at least two (2) weeks in advance of the date that you must leave. We request the two weeks as a courtesy to us to give us time to find a replacement for you.

Section 74 - Exit Interviews

When an employee voluntarily leaves, you may be asked to grant us an exit interview to discuss your reasons for leaving and other impressions you have about the district. All information will be kept confidential.

APPENDIX A

SALARY SCHEDULES

I. SALARIES and PLACEMENT

Salary placement is a means for providing employees new to the district or job classification an hourly pay rate commensurate with their experience in the job classification. Salary placement is not reflective of years of seniority in the District. The District reserves the right to place new employees or employees transferring between classifications on the appropriate wage step, in the District's sole discretion. Annual adjustments to base salaries will be at the discretion of the Board, given comparisons across the county in relation to the current year's Act I index.

II. BASE SALARIES

The District establishes the starting pay rates per category as follows:

Classification I	Secretaries, ten (10) month position	2016-17	\$11.52
Classification II	Maintenance, twelve (12) month position	2016-17	\$12.25
Classification III	Custodians, twelve (12) month positions	2016-17	\$11.33
Classification IV	Cafeteria, ten (10) month position	2016-17	\$10.50
Classification V	Lead Cafeteria Workers (10) month position	2016-17	\$11.39
Classification VI	Instructional Assistants (Non-certified), ten (10) mo. position	2016-17	\$10.61
Classification VII	Paraprofessionals* (Certified) (10) month position	2016-17	\$11.03
Classification VIII	Van Drivers, ten (10) month position	2016-17	\$10.62
Classification IX	Building Nurses (RN), ten (10) month position	2016-17	\$25.06
Classification X	Building Nurses (LPN), ten (10) month position	2016-17	\$12.29
Classification XI	Substitutes for Support Staff (Starting pay rate -\$.50/hr)	2016-17	

*Individuals hired to work in a Special Education classroom who have not completed the Paraprofessional Academy will be hired as an Instructional Assistant. Upon completion of the Paraprofessional Academy, they will move to the Paraprofessional classification.

III. PAY INCREASES

Annual salary increases will be set by the Board of Directors with the adoption of the General Operating Budget each June and effective July 1st, following. The increases will be a reflection of the employee's annual performance evaluation, based on the following formula:

- Exceeds Standards - Act I + 1%
- Acceptable - Act I + .5%
- Needs Improvement - .5 of Act I and 45-day review to re-evaluate. If improvement is made after 45 days, employee will be compensated additional .5 of Act I for the remainder of the school term.
- Unacceptable - No increase

IV. EXPERIENCE ADJUSTMENT

Employees new to the District or those who desire to change classifications will start at the base salary for the classification unless they possess previous experience performing the same or similar employment. Credit for experience will be calculated using the following formula to a maximum of ten (10) years of credit:

$$[(2.5\% \times \text{years of experience}) \times \text{classification base}] + \text{base}$$

Example: New hire with 10 years of experience in a classification with a base of \$9.00/hour:

$$[(2.5\% \times 10) \times \$9.00] + \$9.00$$

$$[(.25) \times \$9.00] + \$9.00$$

$$[\$2.25] + \$9.00$$

$$\$11.25$$

V. EDUCATION

At the superintendent's discretion, a starting salary may be adjusted based on prior education as it pertains to the position.

APPENDIX B

OTHER EMPLOYEE BENEFITS

1. VACATIONS

A. Full-Time Employees

Employees who are full-time and employed on a twelve (12)-month basis are eligible and shall receive the following vacation benefits:

1. Computation of vacation days earned is based upon months/years of service prior to July 1 each year as follows. Vacation days are not earned until the full year (to July 1) is completed.

<u>Years of Service</u>	<u>Vacation Days Earned</u>
After 6 months	5 vacation days
After 18 months	10 vacation days
After 6 years	15 vacation days
After 10 years	20 vacation days

2. Employees may carry-over a maximum of five (5) vacation days to be used during the next fiscal year.
3. All vacations must be taken at a time that is mutually agreed upon between the employee and the immediate supervisor. Insofar as possible, consideration will be given to any specific request of an employee. Conflicting requests for vacation time shall be decided in favor of the employee with seniority. All requests for vacation time shall be made in Skyward and submitted to their supervisor.

B. Ten (10) Month Employees

Part-time and full-time ten (10)-month employees are not entitled to any paid vacation days.

II. SICK LEAVE/TIME OFF WITH PAY

- A. All full-time 10 or 12 month employees shall accumulate one (1) paid sick day for every month of employment. Twelve (12) month employees begin accumulating leave on the first day of the month following two full weeks of employment. Ten (10) month employees accumulate leave beginning on October 1 of each school year.

All sick days are cumulative without limit and applicable to the severance pay provisions in this Handbook.

- B. The District may require a doctor's excuse for any absence in excess of three (3) consecutive days, or for absences of fewer than three (3) days if there is a reasonable concern about the appropriateness of the absences.
- C. Employees may use two (2) sick days per year for the care of an immediate family member who resides in the same household with the employee.
- D. Part-time employees will be provided with two (2) paid time-off days each school year, cumulative to a maximum of five (5) days. A 'day' is defined as the number of hours the employee is typically employed for by the District.

III. EXTENDED ILLNESS

An employee who has exhausted all available paid leave and who is unable to work because of illness or injury shall, upon submitting written verification by a licensed physician, be granted a leave of absence, without pay, if necessary for the balance of the school year in which the injury or illness occurred. The aforementioned leave of absence may be extended beyond the current school year, if warranted, at the discretion of the Board. Employees granted the aforementioned leave of absence may continue as members of the District's health plans by paying the appropriate monthly group rate.

IV. PERSONAL LEAVE

One (1) day Personal Leave with pay (for unstated reasons) will be granted each year for ten (10) and twelve (12) month full-time employees.

V. EMERGENCY LEAVE

The Superintendent of Schools shall be authorized to grant an emergency leave for all full-time ten (10) month or full-time twelve (12) month employees without loss of pay for the following reasons:

- A. Serious illness or accident involving an immediate family member,
- B. Emergencies affecting their legal residence including but not limited to: fire, water destruction, structural damage, or burglary/vandalism.

A request for emergency leave is to be presented in personal contact to the superintendent. Upon return to work, the employee will enter accordingly in Skyward.

VI. DEATH IN FAMILY

- A. Immediate Family

Employees shall be granted three (3) consecutive week days with no loss in pay for days of scheduled work. In the event of a delayed funeral, the employee shall also receive full pay for the day of the funeral.

- B. Near Relative

Employees shall be granted one (1) day on the day of the funeral. The superintendent may extend the period of absence with pay at his/her discretion as the conditions of the case may warrant.

VII. SEVERANCE PAY

- A. The Employer agrees to grant severance pay to full-time 10 or 12 month employees upon voluntary retirement from PSERS or furlough at a rate of \$19.00/day for accumulated unused sick days.
- B. The provisions of severance pay shall be payable to the employee's estate in the event of an employee's death.

VIII. PAID HOLIDAYS

- A. All full-time twelve (12) -month employees will be entitled to one (1) day off with pay for each of the following established holidays:

Independence Day, Thanksgiving and the Day After, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, Good Friday, Memorial Day, & Labor Day
In the event that any of the above holidays should fall on a Saturday or Sunday, the paid holiday date will be determined by the District.

IX. JURY DUTY

Employees called for jury duty shall be paid, by the District, the difference between the compensation for jury service and what they would normally earn if they were present for work.

X. FAMILY LEAVE

The District will comply with the provisions of the Family Leave Act and Board policy as enacted.

XI. LIFE INSURANCE

The District shall provide a policy for all ten (10) and twelve (12) month full-time employees for term life insurance in the amount of Fifteen Thousand Dollars (\$15,000).

XII. HEALTH BENEFITS

Eligibility Guidelines

Any employee who was Board approved and works thirty (30) hours or more per week on a regular basis is eligible for District-funded benefits as listed below. Any employee who works less than thirty (30) hours per week on a regular basis is eligible for the benefits listed below at their full expense.

A. Hospitalization

For all eligible employees who so select, the District will provide full coverage for a program of group Medical Insurance through the Berks County School Districts' Health Trust. In the event that the Health Trust is unavailable or ceases to exist, alternate coverage will be provided as delineated in the last year of the Health Trust's existence. The District will also provide this coverage for the spouse and/or dependent children of each employee. This coverage would include all full-time salaried and hourly employees who work a regularly scheduled day of six (6) hours or more.

B. Vision Care Plan

For each full-time employee, his or her spouse, and/or dependent children, the District shall provide and pay for vision coverage as described by Vision Benefits of America (VBA) or its equal.

C. Dental Plan

The District shall provide and pay for the dental care benefits for each full-time, 12-month employee, his or her spouse, and/or dependent children. This plan will include coverage for oral surgery, periodontic, and prosthetics for each full-time employee.

D. Miscellaneous Coverage

For employees not eligible for coverage and retirees, access to benefits is available at the group rate at the employee's expense, to the extent permissible by the Health Trust.

E. Employee Assistance Program

The District has an agreement with Diakon Family Life Services to provide counseling and consultant services to District employees and immediate family who reside in their home with: job performance problems, emotional problems, child and family problems, marriage problems, and alcoholism and other chemical dependency problems. Employees and family members may utilize the EAP by 1) self-referral, 2) staff suggestion, or 3) supervisory referral based on job performance. All contacts with the EAP are confidential.

XIII. SCHOOL EMERGENCIES/INCLEMENT WEATHER

All maintenance and custodial employees are expected to arrive at work when schools are closed to students due to inclement weather or disaster unless otherwise instructed by the Superintendent or designee. Maintenance and custodial employees will follow the schedule as established by the Supervisor of Buildings and Grounds. All other employees are not to report to work when school is cancelled, and they will not be paid for the day.

In the event of a delayed opening, all maintenance and custodial employees are expected to arrive at work and will follow the schedule as established by the Supervisor of Buildings and Grounds. All other employees shall arrive consistent with the delayed opening to receive credit for the day.

The Superintendent or designee reserves the right to excuse any or all employees from reporting to work with pay in times of extreme inclement weather or other emergencies.

APPENDIX C

HOURS OF WORK AND OTHER CONDITIONS OF EMPLOYMENT

I. RELOCATION OF EMPLOYEES

The District may relocate employees between buildings if a need arises. Whether permanent or temporary, the employee shall suffer no loss in benefits or wages as a result of the relocation. In the event of a relocation to a higher paying position, the relocated employee shall receive the higher rate of pay if the relocation is more than five (5) consecutive days. If so, the higher rate of pay shall be retroactive to the first day of the relocation.

II. WORKDAY/WORK WEEK

- A. The hours of work for full-time custodial and maintenance employees is eight (8) hours per day with a one-half (1/2) hour duty-free unpaid lunch.
- B. The hours of work for full-time secretaries and aides, is seven and one-half (7-1/2) hours per day with a thirty (30) minute, duty-free unpaid lunch.
- C. Employees shall receive a paid ten (10) minute duty-free break for every four (4) hours of work, as scheduled with their supervisor.
- D. The workweek shall be five (5) consecutive days, Monday through Friday.
- E. Full-time employees who have hours "worked" in excess of 40 hours shall be paid for the additional time at time and one-half (1-1/2) of their hourly rate. Full-time employees who work on Saturdays, Sundays or holidays shall be paid for such work at time and one-half (1-1/2) of their hourly rate.
- F. In the event a full-time employee is required to return to the work site, the employee shall be guaranteed a minimum of two (2) hours overtime pay (1-1/2 times their hourly rate) and shall be paid overtime pay for any hours beyond two (2) which may be required.
- G. Part-time employees requested to work additional hours will be paid for two (2) hours minimum at their regular rate.

H. OVERTIME HOURS -- Maintenance/custodial

- Scheduled overtime work shall be offered to full-time custodial employees on a rotating schedule based on a building-wide, then a District-wide basis. Preference will be given to regular full-time employees who will be paid time and one-half (1-1/2) their regular hourly rate.
- If no full-time employee is available, the request will go to substitutes on a rotating basis or availability, who will be paid straight time for hours worked up to forty (40) hours in one week (Sunday-Saturday) and time and one-half (1-1/2) for any hours worked over forty (40) in said week.
- In the event it becomes necessary to assign scheduled/overtime work to custodial employees, the work will be assigned on a rotating basis to full-time employees, on a rotating inverse seniority basis.
- At no time will an employee be required to work more than a twelve (12) hour work assignment in a day or more than a fifty (50) hour work assignment in a work week.
- In the event of an emergency, the Superintendent may assign up to sixty (60) hours per employee in one week. The definition of emergency shall be in the sole discretion of the Superintendent and his/her determination shall be final.

H.1 OVERTIME HOURS – Cafeteria Staff

- Overtime work shall be offered to cafeteria employees upon the recommendation of the lead cafeteria worker and shall be paid at the straight time hourly rate.
- Overtime work that requires the employee to return to the work site will be guaranteed a minimum of two (2) hours pay at time-and-one half (1-1/2).
- Overtime will be offered to the building's lead cafeteria worker first and then offered to other cafeteria building employees. If no building employee accepts the overtime, it will be offered District-wide with preference first going to the lead cafeteria worker.
- Cafeteria employees asked to work on non-scheduled days (i.e. In-service days), will be compensated at their regular hourly rate for a guaranteed minimum of two (2) hours pay.

III. SUMMER HOURS

Per the schedule determined by the Superintendent, the maintenance and custodial staff will work four 10-hour days, Monday-Thursday.

IV. EMPLOYEE ASSIGNMENTS

No unlicensed or non-certified employee shall be required to provide any service which, by law, regulation or policy, must be performed by a certified or licensed professional.

V. DISCIPLINARY ACTIONS

Employees are reminded that all employment and compensation with the Antietam School District is “at will”, in that your employment can be discontinued at any time, for any or no reason, with or without notice at the option of either the District or you, except as otherwise provided by law.

The parties agree that progressive disciplinary procedures will be used as follows in those instances where immediate discharge or suspension is not warranted.

- a. **A verbal warning** from your supervisor. Your supervisor will discuss the infraction with you and any future course of action should the violation happen again. Verbal warning notices are placed in the employee's personnel file.
- b. **A written warning** is more formal notice to you that continued infractions will not be acceptable to school officials. It will include the reasons for your supervisor's dissatisfaction, any supporting evidence, and the consequences of continued inappropriate action. A letter of warning stating that any further offense could lead to suspension or discharge shall be placed in the employee's personnel file.
- c. **A suspension** without pay subject to the Superintendent's approval. Suspensions may range from a single day up to ten (10) days of scheduled work and are indicative of serious errors in judgment or re-occurring violation of rules and/or safety procedures. Suspension letters are filed in an employee's personnel file and further violation may lead to termination.
- d. **Termination** subject to Superintendent recommendation and Board approval once the above interventions have been implemented or when immediate discharge is warranted. Any terminated employee is entitled to a hearing before the Board of School Directors to dispute the termination.

VI. EMPLOYEE EVALUATION

- a. Evaluations of employees shall be based on objective observation of their work performance. Observations shall be conducted annually and in full knowledge of the employee. Employees shall have the right to submit a written response to the evaluation, which shall be attached to the file copy. The employee shall be given a copy of their evaluation prior to signing and returning it.

- b. Any evaluations which are less than satisfactory will be accompanied by recommendations for improvement.
- c. No report shall be submitted to the district office, placed in an employee's file or otherwise acted upon without prior conference with the employee. No employee shall be required to sign a blank or incomplete evaluation form.

VII. PERSONNEL FILE

Individual personnel files are confidential. An employee shall have access to the official personnel file during regular business hours at a time mutually agreed upon between the employee and the Superintendent's office. An employee may duplicate any material contained in the file free of charge.

APPENDIX D

DEFINITIONS

- I. PROBATIONARY EMPLOYEE
 - a. Any individual who is newly employed by the district for the purposes of filling a new or vacant position must serve a ninety (90) calendar day probation period.
 - b. Any current employee (full or part-time) who transfers into any other job classification must serve a ninety (90) calendar day probation period.
 - c. Any employee who is a substitute must serve a ninety (90) calendar day probation period when hired for a permanent position.
 - d. Any employee moving from part-time to full-time within the same classification shall not serve a probationary period.
 - e. There will not be any adjustment of the rate for employees serving probationary periods. The rate during the probationary period will be 100% of the rate of the position for which the person is serving a probationary period.
 - f. Any current employees serving a probationary period who changes job classifications and requests to return to their previous position or is found to be unqualified for the new position will be entitled to do the following in the order listed:
 - i. The employee may serve in a substitute role in any available position in any classification until a position in their original classification occurs.
 - ii. If no positions are available in the classification, the employee may file for unemployment compensation until a vacancy arises in the classification previously held.
- II. FULL-TIME EMPLOYEE: Any employee who has successfully completed the initial evaluation period of employment and works at least thirty (30) hours per week on a regular basis. Full-time employees are eligible for all benefits provided they meet the requirements specified in the individual benefit plans.
- III. PART-TIME EMPLOYEE: Any employee who works less than thirty (30) hours per week on a regular basis. Part-time employees are not eligible for benefits unless specified under each benefit plan or to the extent required by provision of state and federal laws.
- IV. TEMPORARY EMPLOYEE: Any employee who is employed as either full or part-time with the understanding that their employment is temporary and/or seasonal, and will be terminated on a specific date or upon completion of an assignment, is considered a temporary employee. Summer workers are an example of temporary employees.
- V. IMMEDIATE FAMILY MEMBER: Any parent, sibling, spouse, parent-in-law, child or grandchild of the employee. Additionally, any near relative or significant partner residing in the same household with the employee.
- VI. REGULAR BASIS: The work week consisting of Monday through Friday.

**RECEIPT AND ACKNOWLEDGMENT
OF SCHOOL DISTRICT EMPLOYEE HANDBOOK**

This Employee Handbook is an important document intended to help you become acquainted with the Antietam School District. This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Antietam School District's Employee Handbook.

- I have received and read a copy of the Antietam School District's Employee Handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the Antietam School District at any time.
- **I further understand that my employment is terminable at will, either by me or the Antietam School District, for any or no reason, with or without notice, at any time, regardless of the length of my employment or the granting of benefits of any kind including, but not limited to, retirement benefits which provide for vesting based upon length of employment.**
- **I understand that no contract of employment other than "at will" has been expressed or implied and that no circumstances arising out of my employment will alter my "at-will" employment relationship unless expressed in writing with the understanding specifically set forth and signed by me and the Superintendent of the Antietam School District.**
- I understand that, should the content of the Employee Handbook be changed in any way, the Antietam School District may require an additional signature from me to indicate that I am aware of and understand any new policies.
- I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Antietam School District's Employee Handbook.

Employee's Printed Name	Position
Employee's Signature	Date
Supervisor's Signature	Date

The signed original copy of this agreement should be given to your supervisor. It will be filed in your personnel file.

The Antietam School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, age, sex, handicap, or Veteran status in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights, grievance procedures, services, activities, and facilities that are accessible to and usable by handicapped persons, contact Dr. Melissa Brewer, Compliance Coordinator, 100 Antietam Road, Reading, PA 19606 at (610) 779-0554.