SCHUYLKILL INTERMEDIATE UNIT 29

ACT 93 and Support Staff
COMPENSATION PLAN

Benefits Booklet

July 1, 2025, through June 30, 2026

Design of the Plan

The Schuylkill Intermediate Unit 29 ACT 93 and Support Staff Compensation Plan is a composite plan that defines the salaries and benefits packages for School Administrators, professional staff, support staff, maintenance staff, and confidential staff who are not included in any of the three collective bargaining associations.

The following sections serve as the Schuylkill Intermediate Unit Act 93 and Support Staff Compensation Plan for the **2025-2026** school year.

Section 1. Health Insurance

All ACT 93 and Support Staff Compensation Plan employees will have a Qualified High Deductible Health Plan (QHDHP) with a Health Savings Account (HSA) as approved by the Board of Directors.

A. Health Savings Account (HSA)

The Intermediate Unit will make employer contributions into each employee's HSA based upon the schedule below.

i. Employer contributions – employer contributions will be deposited biannually during the first week of January and the last week of June.

Funding Schedule for each year of the contract, employees utilizing the employer health care plan shall receive the following deposit into their Health Savings Account.

- $1,250 Single
- $2,500 Two-Party
- $2,500 Family

ii. Employee Contributions - employees will be eligible to make additional contributions to the HSA voluntarily, based on IRS guidelines for the applicable calendar year. The Board of Directors reserves the right to amend contributions to post-tax contributions depending on further guidance of the Affordable Care Act regulations, which are not final at this point.

iii. HSA Service Charge - The Employer agrees to cover the monthly service charge for each member's account. This does not include the investment fee if a member decides to open an investment account through the HSA provider.

B. Health, Hospital, and Major Medical Coverage

Benefits are provided as described in the Schuylkill County School Employees' Health and Welfare Administrators Benefit Plan Document, or equivalent coverage, for the employee, spouse, and eligible dependents. The major medical coverage will be a maximum of $1,000,000 for each employee, spouse, and eligible dependents.

C. Prescription Drug Coverage

For the **2025-2026** school year, the prescription drug coverage shall be as follows:

Prescription Drug Coverage		
	Retail Pharmacy	Mail Pharmacy
Deductible	$50 Per Calendar Year	N/A
Member Cost Share	up to 31-day supply Generic-$10 Formulary-$25 Non-Formulary-$75	up to a 90-day supply Generic-$20 Formulary-$50 Non-Formulary-$150
Mail Incentive Plan	Members will be allowed 2 fills at retail for their long-term medications. On the 3rd fill, if the member stays at retail, they will be responsible for 100% of the drug cost. If the member moves to mail order, they will pay their standard mail copayments.	
Formulary	Incentive	
Generic Substitution	If a brand is dispensed when there is a generic equivalent available, the member will be responsible for the brand copayment plus the difference in cost between the brand and the generic drug.	
Out of Pocket Maximum	$1,650 single $3,300 two-party & family	

D. Dental Coverage

Benefits are provided as described in the Schuylkill County School Employees' Health and Welfare Trust Administrators Benefit Plan Document, or equivalent coverage, for the employee, spouse, and eligible dependents.

E. Vision Coverage

Benefits are provided as described in the Schuylkill County School Employees' Health and Welfare Administrators Benefit Plan Document. Vision Care Insurance (eye examination and refraction) will be provided for the employee, spouse, and eligible dependents.

F. Premium Share

All employees eligible for board-paid insurance will pay a premium share based on the employee's enrollment status as of July 1st of each year and the premium share amount shall be adjusted annually effective July 1st.

During the term of this contract, the premium share per pay amount recovered by the Board will be as follows:

2025-2026

Enrollment Status	Premium Share (Per Pay)
Single	$25.00
Two Party	$30.00
Family	$35.00

G. Waiver of Premium

Beginning July 1, 2025, an employee eligible for health insurance coverage through his/her spouse may decline board-paid insurance and shall be entitled to a stipend based on the number of employees waiving their insurance coverage during each year of this contract. Stipend amounts are determined by the number of employees waiving insurance coverage as of July 1, as indicated below:

i. If 11 or more employees opt out of insurance coverage, a $8,000 stipend will be paid to each employee waiving coverage
ii. If between 6 and 10 employees opt out of insurance coverage, a $6,000 stipend will be paid to each employee waiving coverage.
iii. If 5 or fewer employees opt out of insurance coverage, a $3,000 stipend will be paid to each employee waiving coverage

To be eligible for the stipend, the employee must withdraw from enrollment in the Schuylkill Intermediate Unit health insurance coverage, with the exception of Income Protection, for a minimum period of one (1) school year. Employees must provide written notification and proof of alternate insurance in order to withdraw from the coverage. Written notification must be received no later than June 1st, with an effective date of July 1.

In situations where both spouses are employed by one or a combination of the Schuylkill Intermediate Unit or Schuylkill Technology Center, neither will be eligible for the insurance stipend. One spouse is required to be covered as a dependent on the other's coverage. Both spouses cannot have individual coverage under the insurance plan.

An employee receiving this stipend will receive the first disbursement ($4,000, $3,000, or $1,500) in December and the second disbursement ($4,000, $3,000, or $1,500) in June of the applicable school year based on the opt-out group size.

The above numbers shall be calculated biannually based on the total number of opt- outs in the Association, with the first disbursement in December and the second disbursement in June of the applicable school year based on the opt-out group size.

If an employee in the 6-10 or 11 or more group opts back into coverage based on an eligible life-changing event and the group numbers fall below that respective level, the stipend per employee will be reduced to the lower level. The benefit will not be reduced for reasons of the death of an employee or the death of an employee's spouse (opt into coverage).

H. Disability – Income Protection Coverage

Benefits are provided as described in the Schuylkill County School Employees' Health and Welfare Trust Administrators Benefit Plan Document and provides for group disability income protection in the amount of $1,100.00 per month for the employee who enrolls in the plan.

Employees may elect to purchase additional coverage to a maximum of two-thirds (2/3) of the employee's annual salary.

I. Life Insurance Coverage

Term life insurance shall be provided for the employee in the amount of fifty thousand dollars ($50,000.00).

Section 2: Travel Reimbursement

Employees who use their private motor vehicle for employer business or transportation shall be reimbursed at the standard rate for business travel as determined by the Internal Revenue Service (IRS).

Reimbursement for travel during the school day shall be made from an annually designated building or departure point to and from the assigned work areas. When an employee travels from his/her home directly to a work-related event or assignment, the reimbursed mileage will be the difference between the total miles traveled and the employee's normal daily commute.

Mileage incurred after the school day for activities shall be reimbursed on the actual mileage incurred, exclusive of any mileage between the work sites to the employee's home.

Section 3: Course Reimbursement or Payment

Reimbursement for tuition, course-required textbooks, fees, and course-required software would be provided at a maximum of twelve (12) credits per school year. For every additional three (3) credits taken beyond the base credits specified in this agreement, the service duration will be extended by an additional six (6) months. Reimbursement shall be restricted to courses specifically related to the employee's position or courses that may benefit the Intermediate Unit/Technology Center. Pre-approval of the Executive Director is required.

The employee must provide the following items when submitting a request for reimbursement of course(s):

- Copy of approved Pre-Approval form signed by the Executive Director.
- Proof of payment for tuition, textbooks, fees, and course-required software.
- Final passing grade.

The use of a Deferred Payment Plan with the college or university shall be for the purpose of deferring payment until the end of the course(s). If a college offers deferred payment, the Intermediate Unit will pay the college directly once final transcripts have been provided to verify course completion.

The employee will repay reimbursement to the Intermediate Unit/Technology Center in the event an employee resigns based on the following schedule:

i. One hundred percent (100%) repayment of reimbursement for courses taken two calendar years prior to resigning for purposes other than retirement, disability, or program elimination.
ii. Reimbursement will be calculated based on one hundred percent (100%) of courses reimbursed within 730 days prior to resigning.
iii. The total balance shall be repaid within two years of the last date of employment.

Employees are eligible for additional compensation added to their base salary upon submission of required documentation as follows:

- Bachelor's Degree $500.00
- Master's Degree $1,000.00
- Doctorate $2,000.00

Section 4: Professional Dues, Test Fees and Licenses

The Board recognizes that certain expenses are incurred in the process of maintaining licensed status or in maintaining certain professional commitments. Employees who serve in a licensed or professional capacity may apply for consideration with full and appropriate justification for a maximum of $500.00 for dues and fees.

Section 5: Sick Leave

Twelve-month employees are provided twelve (12) sick days per year. Ten-month employees are provided (10) sick days per year.

Each employee may use a maximum of four sick days per year per the board-approved Family Leave Policy. Family Leave days are not cumulative.

Each employee may accumulate an unlimited number of sick days and upon retirement or death be reimbursed for the unused sick days.

Full payment, because of retirement or death, will be made according to the SIU Professional Personnel Contract in the form of a lump sum payment to a 403 (b) Tax

Sheltered Annuity or a 457 (b) Deferred Compensation Plan approved by the Schuylkill Intermediate Unit 29. The employee shall have the right to select the provider from the IU29-approved provider list.

Section 6: Personal/Emergency Leave

Each employee will receive three (3) days per year. The maximum accumulation for unused days will be (7) days. Unused days beyond the maximum will be converted to sick days annually.

Section 7: Bereavement Leave

Whenever an employee is absent from duty because of a death in the immediate family of said employee, there shall be no deduction in the salary of said employee for an absence of five (5) workdays used within the first seven (7) days of the family member's death unless otherwise approved by the Executive Director or designee. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, grandchild, parent-in-law, son-in-law, daughter-in-law, stepchild, stepmother, and stepfather or near relative who resides in the same household, or any person with whom the employee has made his home.

Whenever an employee is absent from duty because of the death of a grandfather, grandmother, grandfather-in-law, or grandmother-in-law of said employee, there shall be no deduction in the salary of said employee for an absence of three (3) workdays used within the first seven (7) days of the family member's death unless otherwise approved by the Executive Director or designee.

Whenever an employee is absent because of the death of a near relative, there shall be no deduction in the salary of said employee for absence on the day of the funeral if the service is scheduled on a workday. A near relative shall be defined as a first cousin, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.

Section 8: Vacation Leave

Twelve-month 240-day employees shall receive vacation benefits.

Employees employed for less than 3 fiscal years will receive 15 vacation days per year. Employees who have worked 3 or more fiscal years will receive 20 vacation days per year. A fiscal year is defined as July 1 to June 30.

Vacation days are assigned as of July 1 of each year and may be used until August 15th of the following year. New employees starting after July 1st will receive a prorated number of vacation days based on the number of months remaining in the fiscal year.

Employees may accumulate forty (40) vacation days at the discretion of the employee.

Unused vacation leave for all personnel may be converted to sick leave days annually at the request of the employee.

Due to extenuating employment-related circumstances, Program Directors may be unable to take planned vacation time. In those cases, that staff member will be paid an amount equal to one-half per diem over the maximum accumulation of vacation days, if necessary, to a maximum of fifteen (15) days.

Upon retirement or death, full payment will be made by multiplying the number of accumulated vacation days by the employee's per diem rate. A lump sum payment will be made to a 403 (b) Tax Sheltered Annuity, or a 457 (b) Deferred Compensation Plan approved by the Schuylkill Intermediate Unit 29. The employee shall have the right to select the provider from the IU29-approved provider list.

Upon dismissal or resignation for reasons other than retirement, the employee will receive no compensation for unused vacation days.

Section 9: Catastrophic Sick Leave

Act 93 and Support Staff Compensation Plan employees shall be permitted to solicit sick days before October 1 of each year to be used in the event that any member is stricken with a serious or sudden illness or injury. To qualify for this program, the stricken member must have accumulated a minimum of twenty (20) sick days before being afflicted.

Once the Sick Leave Bank falls below one hundred (100) cumulative days, the Sick Leave Bank Committee may resolicit current membership for additional days.

An eligible member may not contribute more than two (2) days in any school year. Once a day is contributed to the catastrophic sick day bank, the contribution is irrevocable.

Once an employee joins the bank, membership is permanent. However, whenever the Bank becomes open, all current sick day bank members with twenty (20) accumulated sick days must donate a day.

Only members who contribute to the sick leave program shall be permitted to participate in the program.

A member must exhaust all sick, personal, and vacation days prior to being permitted to draw on the sick leave program.

Illnesses or injuries covered by Workmen's Compensation shall be excluded from this program.

Appropriate guidelines, or rules and regulations, shall be prepared as may be required by a committee governing the administration of the program and to ensure that abuses are not incurred and that the program is applied in a fair and equitable manner.

Section 10: Retirement Incentive

Employees hired after December 31, 2008, will not be eligible for the Retirement Incentive Program as listed below.

For an eligible employee to qualify for one of the following retirement incentives, the employee must meet all criteria as listed:

A. The employee must have been employed for at least twenty (20) years of uninterrupted service by the Schuylkill Intermediate Unit and/or the Schuylkill Technology Center.

B. The employee must have at least thirty (30) years credited to the Public-School Employees' Retirement Systems (PSERS) and retire through the PSERS System.

C. The employee must provide written notification to the Board of Directors of retirement at least ninety (90) school days before retiring.

D. The employee must notify the Board of Directors in writing as to which Retirement Incentive option he/she selected at the time of submitting the notification of retirement from one of the following options:

i. One hundred percent (100%) of the net cost of employee-only full group insurance for five (5) years commencing immediately after retiring or until Medicare eligible.

OR

ii. Seventy-five percent (75%) of the net cost of employee-only full group insurance for seven (7) years commencing immediately after retiring or until Medicare eligible.

Full group insurance includes medical, dental, vision, and prescription coverage. The net cost is defined as the total cost of the group insurance less the PSERS Premium Assistance Reimbursement each month. The eligible employee agrees to pay the Premium Assistance Reimbursement to the Schuylkill Intermediate Unit/Schuylkill Technology Center each month in advance, due on the 1st of each month. Eligible coverage under the terms of this plan cannot be banked for use at a later time. Medical coverage for retirees of this Agreement shall be the same as for active employees. If there are multiple plans available, retirees will have the right to open enrollment as well.

Section 11: Retirement Benefit

Upon retirement, death, or program elimination resulting in suspension, the Board shall pay two thousand five hundred ($2,500) dollars to any employee provided the following conditions exist:

a. The employee provides written notice to the Board six months prior to retiring.

b. The employee is eligible for retirement in Pennsylvania if retiring.

c. The employee has been employed with the Intermediate Unit for a minimum of ten consecutive years.

Full-time employees terminating their employment as a result of retirement, death, or program elimination shall receive a payment of sick days based on the following schedule:

- 1-50 days $55 per day
- 51-150 days $75 per day
- 151+ days $95 per day

Employees in each tier shall receive the prescribed amount per day for ALL days accumulated.

Upon meeting the requirements of the above outlined conditions, any and all lump sum payments for unused days and/or retirement incentives shall be made as an employer contribution, no cash option, to a 403(b) Tax Sheltered Annuity approved by the Schuylkill Intermediate Unit 29 Board of Directors.

Section 12: Work Year

The work year for ACT 93 employees shall be a maximum of 240 days or the approved IU29 12-month calendar, unless otherwise specified by a separate agreement. The workday length shall be as approved by the IU29 Board of Directors with a sixty-minute lunch period. The time of the workday shall be determined by the IU29 Board of Directors.

Assistant Directors of CTE and Case Managers shall be ten-month employees (220 days) with the workday length being approved by the SIU Board of Directors with a sixty (60) minute lunch period.

Service Coordinators, Social Workers, Specialists, and Therapists shall be ten-month employees (200 days) and work seven (7) hours per day with a thirty (30) minute lunch period.

Non-Public Guidance Counselors shall be ten-month employees (198 days) and work seven (7) hours per day with a thirty (30) minute lunch period.

Therapy Assistants shall be ten-month employees (187 days) and work seven (7) hours per day with a thirty (30) minute lunch period.

Full-time Health Room Assistant shall be a ten-month employee (185 days) and work seven (7) hours per day with a thirty (30) minute lunch period.

Section 13: Remote Workday

The Board recognizes Act 93 and Support Staff as professional employees who often need to have flexibility with their work schedule. As such, Act 93 & Support Staff members shall be allowed to work remotely, with Supervisor approval. It is understood that Supervisors will agree to approve) remote workdays per year. As a condition of this section, it is also understood and agreed that:

- The Act 93 and Support Staff employees are expected to complete a remote work agreement as provided by the IU 29 Human Resources Office.
- All remote work agreements must be signed by the Employee's Supervisor and approved by the Executive Director or his/her designee.
- The Act 93 and Support staff employee must be readily available by phone and/or email throughout the workday.
- The remote workday must be pre-approved by the employee's direct supervisor in advance or as part of a regular work schedule as outlined in the remote work agreement.
- The employee is expected to report the day in the FIS system as a "Remote Work" day.
- The remote workday will not accrue and will hold no payout value upon the employee's retirement or separation from employment.

Section 14: Salary

For each year of this contract, an annual salary increase based on the average percent increase of the 12-member school districts or $1,400.00, whichever is greater, will be provided for ACT 93 personnel and compensation plan members performing on a satisfactory or above level as evidenced on his/her annual evaluation. The percentage increase will be calculated annually. If all twelve (12) member school districts approve a pay freeze, the increase will be zero.

Section 15: Other Benefits

Unless specified above, same as the SIU Professional Personnel Contract.

Section 16: Classification

The Act 93 Compensation Plan includes the following staff members:

- Administrator/Principal of Maple Avenue Campus
- Assistant Director of Career and Technical Education
- Director of Curriculum and Instruction
- Director of Special Education
- Supervisor of Early Intervention
- Supervisor of English Language Arts and District Support

- Supervisor of Mathematics & District Support
- Supervisor of School Improvement
- Supervisor of Science, Technology, Engineering, and Math (STEM) and District Support
- Supervisor of Special Education

The Support Staff Compensation Plan includes the following staff members:

- Adult Admissions Coordinator
- Adult Literacy Specialist
- Adult Literacy Specialist/Instructor PT
- Assistant Business Manager
- Board Certified Behavior Analyst
- Business Office/Human Resource Assistant
- Business Specialist
- CDL Instructor
- Certified Occupational Therapist
- Certified Occupational Therapy Assistant
- Coordinator of Technology Department Services
- Culinary Aide/Food Service Specialist
- Curriculum Department Services Programs Assistant
- Data Analysis
- Data Quality Specialist Coordinator
- Dean of Students
- Early Intervention Program Coordinator
- Early Intervention Transition Service Coordinator
- ESL Instructor
- Executive/Board Secretary
- Family Literacy Specialist PT
- Financial Aide & Operations Coordinator
- Grant Writer
- Health Room Assistant
- Human Resource Coordinator
- Interagency and Itinerant Staff Coordinator
- Maintenance Supervisor
- MSHA Coordinator
- Nonpublic Guidance Counselor
- Orientation & Mobility Therapist
- Outreach Specialist
- Physical Therapist
- Post Secondary Instructor
- Pregnant and Parenting Teen Specialist and Educational Liaison (PPTSEL)
- Program Coordinator - Cohort 11
- Schuylkill ACHIEVE Lead Program Coordinator FT
- SELECT Program Coordinator
- Site Coordinator

- Social Worker
- Special Education School Social Services Coordinator
- Staff Accountant
- Technology Specialist I
- Technology Specialist II
- Technology Specialist, Networks and Systems
- Transportation Coordinator