



State College Area School District

HANDBOOK Act 93 Managers

Period July 1, 2025, through June 30, 2030

This handbook is provided for informational purposes only. The policies and benefits, both in the handbook and those communicated in any other fashion, are subject to interpretation, review, and change by the District at any time without notice.

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PLAN FOR EVALUATION, COMPENSATION, AND BENEFITS

AGREEMENT AND TERMS

This agreement shall be between the State College Area Board of School Directors and District Managers. Positions covered by this document include:

Accountant
Accounts Payable/Payroll Manager
Assistant Director of Physical Plant
Community Education Manager
Communications Manager
Data Manager
Food Service Manager
Grant Accountant
Human Resources Manager
Purchasing Manager

The term of this agreement shall begin July 1, 2025, and shall continue in force and effect until June 30, 2030, or until such later date as the parties may agree is the extended ending date.

MEET & DISCUSS

If a majority of the eligible school managers provide a written request to the Board, then the Board shall “meet and discuss in good faith” with the managers on such matters as salaries, fringe benefits, and performance evaluation. Both groups may select a representative group to attend the “meet and discuss.”

An informal Meet & Discuss procedure will be used to identify and research longer-term issues preceding the final year of this agreement.

EVALUATION

Evaluation is a process whereby the effectiveness of the professional staff member is appraised in relation to predetermined goals, the member’s own personal competencies, and the ability to carry out established administrative procedures.

This evaluation shall recognize the worth and unique role of the individual in education and must serve to support and lend positive direction toward individual and group effectiveness.

This evaluation must serve to foster self-improvement and be a vital part of the total school plan to improve the goals of education, the instructional process, and the educational growth of the student.

A. Purposes

1. Evaluation should be used to promote and assist professional growth.
2. Evaluation should be used to fulfill, in a uniform manner, the legal requirements of state and local authorities.
3. Evaluation should be used to determine the quality of the administrative performance.

B. Appraisal Procedure

Managers will be evaluated based on the district evaluation tool and their district goals.

The signature of the manager at the end of the evaluation does not indicate acceptance, but is an indication that the performance evaluation has been received and that the development targets have been discussed. It is possible that the manager will not agree with the performance evaluation given by the appraiser. In this event, the manager may explain in writing and have it attached to the appraisal form. Normally, this is done within one week following the appraisal meeting.

If the manager disagrees with the appraisal to the extent that it is desirable to have a special review made of the case, the following procedure should be used:

1. A request for such a review should be made in writing by the manager to the Superintendent within a week following the appraisal meeting. The letter should set forth the reasons why the manager believes the appeal is necessary.
2. The Superintendent will then convene a Special Advisory Panel for a Manager Appraisal Review within one week following the receipt of such a request. The Special Advisory Panel will be composed of the Superintendent, the Assistant Superintendent, the Business Administrator, and the Director of Human Resources. The manager has the option of requesting that one other member of the Administrative Team be appointed to the panel.
3. Within one week following this meeting, the Special Advisory Panel will render its opinion in writing to the manager.
4. If the opinion is agreed to by the Superintendent and the manager, the matter is ended. If the manager wishes to appeal the opinion or the Superintendent's final decision, this may be done by appealing in writing to the President of the Board of School Directors to request a hearing. Normally, this is done within one week following receipt of the opinion.

C. Filing Of Form

The original of the appraisal form will become a part of the manager's record, and a copy of it will be provided to the manager.

SALARY RANGES AND ANNUAL INCREASE PROCESS

A. Starting Salary

The starting salary for a new Manager will be determined by the Human Resources Director based on the individual's knowledge and experience.

B. Salary Range

	Minimum	Maximum
Manager I	75,000	119,000
Manager II	64,000	102,000
Manager III	57,000	89,000

Manager I positions:

- Assistant Director of Physical Plant
- Human Resources Manager I

Manager II positions:

- Accountant
- Community Education Manager
- Data Manager
- Food Service Manager
- Human Resources Manager II
- Communications Manager
- Purchasing Manager

Manager III positions:

- Accounts Payable and Payroll Manager

The salary ranges will be adjusted each year based on the overall market movement as determined by PSBA in September of the preceding year.

C. Annual Salary Increases

Annual salary increases will be granted following a satisfactory evaluation. For July 1, 2025, the increase shall be 4.0%, and for July 1, 2026 through July 1, 2029, these increases shall be 3.9%.

Salary increases for a capped manager whose salary exceeds the maximum established range will be based on the 12-month average COLA of the previous calendar year (January – December). The COLA increase will not exceed 1% less than the annual percentage increase for all other managers. This salary limit will be waived for a manager who gives written notice of intent to retire from service by May 1 of the fiscal year prior to retirement.

D. Salary Concerns

The Board and the managers agree to use the meet and discuss process whenever individual salary inequities are perceived. All managers retain the individual right to bring such perceived inequities to the attention of the Board through administrative channels.

BENEFITS

A. Health Insurance

1. Employees can select either the PPO Plan or the Qualified High Deductible Health Plan (QHDHP). The deductible for the QHDHP will be adjusted annually to reflect the IRS minimum as necessary. Employees may change plans during the annual open enrollment period or at any time of the year within thirty days of a qualifying event.
2. Employees selecting the QHDHP shall have access to an associated Health Savings Account. Both the employee and the District may make contributions to the Health Savings Account. District contributions shall be:
 - a. July 1, 2025 through June 30, 2030:
 - i. 50% of the individual deductible for individual coverage, 50% of the family deductible for all other coverages.
 - ii. 67% of this amount is to be added to the Health Savings Account on January 1, and 33% added on September 1 in each year.
3. The employee monthly premium will be made via monthly payroll deduction through a Section 125 Plan with pre-tax dollars.
4. Spouses and domestic partners employed by another school district, intermediate unit, or vocational technical school; the Mount Nittany Medical Center/Physicians' Group and other, similar medical facilities/groups; an institution of higher education; a federal/state/local government and/or its respective agencies; or Wegmans who are eligible for health insurance coverage through their employer will be eligible for coverage under the District's health insurance only if the employee pays the full premium cost differential for such spouse/domestic partner.

Dependents employed by another school district, intermediate unit, or vocational technical school; the Mount Nittany Medical Center/Physicians' Group and other, similar medical facilities/groups; an institution of higher education; a federal/state/local government and/or its respective agencies; or Wegmans who are eligible for health insurance coverage through their employer will be eligible for coverage under the District's health insurance only if the employee pays an additional \$100 per month for such dependent.

The District agrees to pay employees who waive medical insurance \$2,000 per year. Payment will be made in two installments, December and June (amount prorated if employment begins/ends mid-year). In order to waive coverage, the employee must document medical insurance coverage through another entity. An employee who waives coverage may rejoin District coverage during the annual open enrollment period or at any time of the year within thirty days of a qualifying event. An open enrollment period by a spouse's or domestic partner's employer constitutes an event whereby an employee can make an election change and receive a prorated buyout. No incentive will be provided to an employee who is covered as a dependent on another District employee's insurance.

5. Employees whose spouse or domestic partner is also employed by the District in a benefits-eligible position will be provided health insurance in the most economical way for the District. When spouses/domestic partners are members of two different employee groups, the employees will pay monthly co-premiums, which are the lesser of the co-premiums between the two groups.

B. Dental Insurance

The District will provide a dental benefit insurance policy to employees in a benefits-eligible position. Individual coverage is provided at no cost. In addition, full-time employees may elect to include eligible dependents by paying 44% of the associated premium costs.

If an employee's spouse has dental insurance available at his or her place of employment, the use of the DISTRICT's dental insurance by such spouse and the family will be subject to the spouse's participation in the spouse's dental plan and coordination of benefits.

The DISTRICT will pay fifty percent (50%) of the premium costs for employee-only coverage for part-time employees.

1. Preventive Services

The plan will pay 100% for the following:

- oral examinations
- cleaning of teeth (twice per year)
- preventive x-rays
- fluoride treatment

There is no annual deductible for these services, and the cost of these services is not applied to the annual \$1,000 maximum coverage limit.

2. General Services

The plan will pay 100% of the usual/customary charge for the following:

- treatment-related x-rays
- fillings
- anesthetics

- antibiotics
- extractions
- oral surgery
- endodontics
- periodontics
- space maintainers
- emergency office visits
- repair of prosthetic appliances
- major restorative (employees only)

The plan will pay 75% of the usual/customary charge for the following:

- Major restorative services are provided to dependents

An annual deductible of \$50 for in-network services/\$100 for out-of-network services is applied against the incurred covered general services expenses, as outlined above, for each employee/dependent.

The annual maximum payment for general services benefits is \$1,000.00 per employee/dependent.

C. Vision Insurance

Employees have the option to participate in the vision plan administered by the District.

D. Continuation of Health, Dental, and Vision Insurance at Time of Retirement

The Board will provide, on an optional basis, health, dental, and vision coverage to all eligible retirees who have retired with the following conditions and prerequisites:

1. Benefits continue until the employee's 65th birthday;
2. To continue these benefits upon retirement, the employee will pay the actual District cost plus 2% administrative costs;
3. The employee is retiring and receiving benefits through the Public School Employees' Retirement System (PSERS) and meets one of the following:
 - a) 15 years of continuous employment with the State College Area School District
 - b) Superannuation (normal retirement)
 - c) 30 years of service in PSERS
 - d) Disability retirement

E. Income Protection Insurance

Managers who are disabled according to the plan and who are covered by this document will have coverage equal to 60% of their normal monthly salary per the policy provisions.

F. Life Insurance

All eligible managers receive a basic life insurance policy, including accidental death and dismemberment, based on 2 times the current base salary at no cost. In addition, they may purchase, through payroll deduction, an additional \$40,000 of optional life insurance at a monthly premium according to age.

G. Liability Insurance

Liability coverage will be provided by the Board of School Directors.

H. Tuition Reimbursement

Managers shall be eligible to be reimbursed for the payment of tuition, meeting the following criteria.

1. The course to be taken is one offered by a recognized institution of higher learning and has prior approval of the manager's supervisor. The condition for approval by the manager's supervisor shall be met by one of the following:
 - a) The course is approved by the individual's graduate advisor as part of a graduate program related to the manager's position responsibilities, or
 - b) The course is related to the manager's position responsibilities.

Tuition reimbursement will be paid for up to nine (9) credits per fiscal year.

Employees will be reimbursed up to \$866 per credit or 85% of the current Penn State graduate credit rate, whichever is greater.

2. Tuition reimbursement will be paid for in-service courses approved by the Pennsylvania Department of Education at a rate of 85% of the tuition, not to exceed \$100.00 per credit.
3. The course shall be satisfactorily completed.
4. A manager receiving benefits under this provision shall remain with the District at least six months after the completion of the course; otherwise, the reimbursement will be forfeited to the District.

Payment for completed courses will be made at the conclusion of each course upon presentation of the course grade card or transcript and a paid receipt from the college or university where the credits were taken, or an official letter verifying satisfactory completion of the in-service course.

For those managers registering at The Pennsylvania State University, the District will accept direct billing from the university.

I. Tax Sheltered Annuity

Managers will be able to participate in Internal Revenue Service-approved tax-sheltered annuities through the District's payroll deduction.

J. Mileage Reimbursement

Where a manager uses a personal car over 1,500 miles annually on district business, an additional 5 cents per mile increment will be added to the normal per-mile reimbursement for those miles exceeding 1,500 per year.

K. Cell Phone Reimbursement

Employees whose position requires the use of a District-owned Smartphone will be subject to and eligible for District policy 717.

ABSENCES

I. Family and Medical Leave Act

For purposes of the Family and Medical Leave Act (FMLA), an eligible employee is any employee who has worked for the District for at least 12 months and who has worked at least 1,250 hours within the 12-month period immediately prior to the absence. A qualifying employee is eligible during any fiscal year for a total of either 12 or 26 work weeks (depending on the reason for the absence) of unpaid FMLA leave. As outlined below, the District provides additional leave time in some situations. Absences may be ongoing or, when medically necessary, may be taken as intermittent leave or on a reduced leave schedule.

II. Paid Absences

A. Personal Illness

Paid sick days are accrued at the rate of 1.083 days/month for each month that the employee is scheduled to work. Unused days are cumulative without limit. Employees may be required, at the discretion of their supervisor, to present a physician's certification stating the reason for absence.

Accumulated sick days provide an insurance cushion for employees in the case of illness or injury. They can be an important asset in the event of a prolonged illness or injury, ensuring salary continuation during this period of absence. Therefore, employees should be very judicious in their use of paid sick days.

Except as otherwise provided below, absence is chargeable as sick leave only when the employee is unable to perform her/his duties because of her/his illness or injury. Time off for an employee's routine appointment with a physician, dentist, hospital, or optometrist is charged to sick leave, provided it is not possible for the employee to schedule the appointment on the employee's own time. The request for such time off should be made as far in advance as possible. Such routine appointments usually are of less than a half-day duration; therefore, an employee is expected to return to work as soon as the appointment is completed. A supervisor may request the employee

to submit a written statement from the person with whom the employee had the appointment. See also the FMLA provisions included above.

Prolonged absences are to be discussed with the supervisor and the Human Resources Office in advance, whenever possible – if advance notice is not possible, then as soon as practicable.

If an employee is charging sick leave and the employee's vacation accumulation reaches the maximum, the employee can charge vacation accumulation instead of sick leave, so that vacation earnings are not lost.

If an employee expends all accumulated sick leave, additional absence, at the option of the employee, may be charged to accumulated vacation. If the employee expends all accumulated vacation, or elects not to charge the absence to accumulated vacation, the employee shall be granted a leave of absence without pay.

B. Care for Ill, Immediate Family Member

Employees shall accrue 5 family care days per year in July. On June 30th of each year, the remaining balance shall be converted to sick leave before the new accrual.

Except as otherwise provided below, absence is chargeable under this section only when the employee is needed to care for an immediate family member who is incapable of self-care because of her/his illness or injury. Time off to take an immediate family member to a routine appointment with a physician, dentist, hospital, or optometrist may be charged under this section, provided it is not possible for the employee to schedule the appointment on the employee's own time. The request for such time off shall be made as far in advance as possible. Such routine appointments usually are of less than a half-day duration; therefore, an employee is expected to return to work as soon as the appointment is completed. A supervisor may request the employee to submit a written statement from the person with whom the immediate family member had the appointment. See also the FMLA provisions included above.

C. Vacation

Vacation time off is scheduled by mutual agreement between the employee and the supervisor. Only days on which the employee normally would have worked are charged against vacation allowance.

Vacation time is accrued based on years of service in the District in a full-time position, with accumulation limited to twice the annual accrual rate:

1 st through 5 th years of service	21 days annually
6 th through 10 th years of service	23 days annually
11 th through retirement	25 days annually

Normally, an employee earns appropriate vacation accumulation in any month in which the employee is paid for at least half of the normally scheduled work time for that month (except, any pay received for accumulated vacation at the time of termination of employment shall not be credited toward this qualifier).

Employees who terminate employment after completing at least one continuous year immediately preceding the date of termination shall receive the cash equivalent for up to one year of unused accrued vacation days. Additional accrued vacation days up to twice the annual accrual will be paid at \$50.00 per day.

D. Personal Business

Absences charged to personal days are scheduled by mutual agreement between the employee and the supervisor. Only days on which the employee normally would have worked are charged against the personal day allowance.

Personal days are accrued based on years of service in the District in a full-time position as follows:

1 st through 5th year of service	3 days/year
6 plus years of service	4 days/year

Such leave will accrue from year to year and may accumulate to a total of six personal days. If on July 1 of any year the accumulated unused personal days, including those accrued for the new year, exceed six, the excess number of days will be transferred to the employee's sick leave accumulation.

E. Holidays

Twelve holidays are granted annually to 12-month employees. These are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday and Friday, three days at the winter break, and three floating holidays placed annually at the discretion of the Superintendent.

F. Bereavement

Absence from work because of death in an employee's family shall be allowed with full pay as provided below.

1. Immediate family

Up to five (5) days to be used within two months of the date of death, provided such amount of leave is required. Immediate family shall be defined as: wife, husband, domestic partner, parents (including step or foster parents), sister, brother, daughter, son, parent-in-law, grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

2. **Death of a close friend or relative**

Up to one (1) day from the date of death through the date of the funeral, inclusive.

G. Involuntary Jury Duty

Compensated by full salary minus jury compensation.

H. Subpoenaed Witness

If an employee is subpoenaed as a witness and is not a party to the legal action, the employee's full salary shall be paid for the time spent by the employee during his or her working hours as a witness.

I. Educational Purposes

The Board agrees that managers may attend meetings for educational purposes, subject to the following conditions:

1. Expenses will be paid by the District to include only meals, lodging, registration fee, and mileage to and from such meetings, according to the applicable District travel/expenses reimbursement policy.
2. Approval of the supervisor will be necessary. Approval must be requested in writing at least one week prior to the absence.

J. Sick Day Donation Program

In the event an employee is ill or injured and needs to be absent from work for a prolonged period of time, the provisions above outline procedures for the use of applicable accrued paid time off and additional time off without pay. In the event that an employee is ill or injured and exhausts all of her/his personal, sick, and vacation days, this program provides the opportunity for co-workers to donate some of their accrued sick days in order to provide additional paid time off to the absent employee.

Procedure

1. When an employee is absent and about to exhaust all applicable paid time off, the employee or the employee's supervisor will contact the Human Resources Office, advising of the need for a donation.
2. After consulting with the employee, if the absent employee wishes to participate in the donation program, Human Resources will send a message to all SCASD administrators.
3. All donating employees will remain anonymous.
4. The absent employee will be compensated at her/his regular rate of pay.
5. Donating employees must maintain at least 30 sick days after donation.
6. Normally, employees can donate a day at a time, up to five in each school year.
7. Employees who wish to donate will follow the instructions as outlined by Human Resources. Human Resources will notify the donor when her/his donated time has been deducted from their accrued leave.

8. Donated days will be used in the order in which they were received.
9. The absent employee may use the donated time until the disability period ends or disability insurance eligibility begins, whichever occurs first.
10. The absent employee may return with access to up to one sick day per month for the remainder of the school year from the date of return, up to 10 donated sick days.

III. Unpaid Absences

All absences not covered above will be without pay. Permission must be obtained in advance for all leaves of absence except sick leave.

A. Short Term

Requests for unpaid absences of up to ten days shall be granted at the discretion of the Superintendent. Such requests should be submitted as far in advance as possible, but, at a minimum, at least one week in advance.

B. Leaves of Absence

Requests for unpaid leaves of absence may be granted at the discretion of the Board of Directors based on the needs of the District. Such requests should be submitted to the Superintendent as far in advance as possible, but at a minimum, at least one semester in advance.

RETIREMENT BENEFITS

I. Payment For Unused Sick Leave

Managers retiring from service with the District will be paid for accrued but unused sick leave at the rate of \$50 per day, provided:

- A. The individual has terminated service by meeting the requirements of the School Code, and
- B. Has had a minimum of 10 years continuous service with the State College Area School District, and meets one of the following:
- C. Has completed 35 years or more of credited service in the Pennsylvania Public School Employees' Retirement System (PSERS), regardless of age, or
- D. Has completed 30 years or more of credited service in the PSERS and is at least age 60, or
- E. Has completed 25 years or more of credited service in PSERS and qualified for a withdrawal (early) retirement, or
- F. Has completed 20 years of service in the State College Area School District and is at least age 55, or

G. If disabled after 10 years of service and qualified for disability under PSERS, or

H. Is at least 62 years of age.

The maximum number of accrued but unused days that are reimbursed shall be **300** days. This payment will be made as a lump sum payment. Upon the death of an employee, the retirement benefit payment will be made to his/her beneficiary(ies) or estate within thirty (30) days after notification of the estate representative.

II. Retirement Severance

A retirement severance payment will be made to a manager who indicates in writing no later than December 1 that s/he will retire effective June 30 of that same school year. This payment will consist of a one-time amount and will be based on 5% of the salary the manager would have been entitled to in the following school year. To be eligible, the manager must have at least ten (10) years of administrative years of service in the District at the time of retirement.