

Saucon Valley School District
Hellertown, PA

Compensation and Benefits Plan

BOARD OF SCHOOL DIRECTORS

and the

ADMINISTRATIVE ASSISTANTS AND CLERICAL PERSONNEL

Effective

July 1, 2025 – June 30, 2028

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COMPENSATION AND BENEFITS PLAN

I. EFFECTIVE DATE OF PLAN

This plan is effective July 1, 2025 and shall continue until June 30, 2028.

II. COMPENSATION

a. Classification and Salary

See Attached Schedule "A"

All new employees will be evaluated after 30, 60, and 90 days and shall serve a ninety-calendar-day probationary period without any right of appeal.

b. Pay Practices and Procedures

All employees of the Saucon Valley School District shall be placed on a twelve (12) month basis of pay, with pays being issued bi-weekly. The pay periods shall be twenty-six (26) or twenty-seven (27) per year. All paychecks and/or information regarding salary shall be enclosed in individual envelopes. Direct deposit of paychecks shall be required for all employees.

III. FRINGE BENEFITS

a. Healthcare Coverage and Prescription Plan

1. The Saucon Valley School District shall make available two PPO plan options for District employees.

Employer shall provide the same insurance benefit plan options as provided in the teacher's contract. The Saucon Valley School District shall make available two PPO plan options for District employees. For all employees hired on or after July 1, 2021, the only plan available to participate in shall be the PPO Plan 2.

The PPO Plan 1 whose plan design is attached at Appendix "A" to this Agreement shall be made available with employees contributing the following percentage to the total cost of the annual premium.

- 2025-2026 – 11%
- 2026-2027 – 11.5%
- 2027-2028 – 12.5%

The PPO Plan 2 whose plan design is attached at Appendix “A” to this Agreement shall be made available with employees contributing the following percentage to the total cost of the annual premium.

- 2025-2026 – 4%
- 2026-2027 – 5%
- 2027-2028 – 6%

The total cost of the annual premium shall be the equivalent of the COBRA amounts in a given year without the administrative fees for the plan and level of healthcare elected by the employee.

The District shall make available to Employees a Section 125 Plan for the above premium share contributions as a pretax deduction.

Prescription Drug Plan and Contributions

The Saucon Valley School District shall purchase and provide for each Employee and their family (includes spouse and children to the age of twenty-six (26) or the age required pursuant to federal law), the Caremark Prescription Drug Plan, or at least its equivalent

Restricted Generic Substitution: If a generic is available and the member wants a brand, the member will pay the brand (either preferred or non-preferred) co-pay plus the difference in the cost between generic and brand. However, if the member’s doctor writes the script for “dispense as written” (DAW) then the patient only pays the preferred or non-preferred brand co-pay.

Spousal Coordination of Benefits

Effective for all Employees spousal coverage under the District healthcare program shall be extended to an employee’s spouse only if the Employee’s spouse’s employer does not provide healthcare insurance.

Cost Containment Provisions

The following provisions have been added to the Compensation and Benefits Plan for the purpose of assisting the District in containing the cost of providing healthcare benefits to its Employees and limiting the future increases in those costs.

1. Employees who are enrolled in healthcare benefit coverage under the District medical plan, including the dental plan and the vision plan, and discontinue District-provided coverage at any time by providing proof of coverage elsewhere shall receive a recurring bonus payment of \$1,000 each school year. The bonus payment shall be paid across all pays of the school year. Married spouses who both work for the District shall not be eligible for the

payment. Employees shall receive this full bonus so long as they remain off the plan for a full year. In the event an employee leaves or returns to the District plan during the year the payment herein shall be prorated based on when the employee left or returned to the District plan.

2. Employees may re-enroll in the plan under two circumstances:

- a qualifying life event as defined by the District's benefits plan
- at the next regularly scheduled open enrollment.

3. If such Employees later wish to re-enroll in a District paid medical plan they may do so at open enrollment and without a penalty.

4. Precise terms and conditions of all group insurance benefits shall be described by the master plan or master contract issued by the carrier."

b. **Dental**

The District shall purchase the Dental Service Plan of Delta Dental of Pennsylvania or another similar provider for each Administrator and his/her family. Coverage for spouses shall not be available if a spouse is eligible for dental coverage on his/her employer's plan. Maximum of \$2000.00 per year as per the Professional contract. Employees' plan will be same dental plan as provided to the Saucon Valley Education Association members under their Collective Bargaining Agreement.

The District retains the right to select insurance carriers for other dental insurance programs pursuant to its own policy and/or any mutuality of agreement existing between the District and its employees.

c. **Vision**

Employees shall be entitled to participate in a vision care plan, if any, provided to the professional employees of the Saucon Valley Education Association under the Collective Bargaining Agreement. This provision is subject to change to the extent such coverage changes under the Collective Bargaining Agreement with the teachers. Spouses of employees shall only be eligible under this section if vision care is not otherwise provided by their employer.

d. **Income Protection**

The Saucon Valley School District shall provide for each full-time employee an integrated income protection plan. This benefit shall provide for an income of sixty-six and two-thirds percent (66-2/3%) of the then current monthly income of said employee (not to exceed sixty-six and two-thirds percent of the monthly salary of an AA5 employee), and shall be integrated with any disability retirement or social security benefits the staff is receiving so that the Plan's obligation

is reduced by the level of such benefits and for health benefits (as defined elsewhere in this Plan), each for a period of one year in the instance of a disabling illness or for a period of four years in the instance of a work-related accidental disabling injury. Benefits to begin at the end of the 30th consecutive day of sickness, or at the exhaustion of sick leave, whichever shall later occur. Employees will be responsible for payment of their premium share while out on leave.

e. **Group Life Insurance**

The Saucon Valley School District shall purchase and provide a group life insurance policy payable in the following amounts to the beneficiary named by the insured in the event of the insured's death during the term of this Plan. Insurance for personnel making more than the designated amount will receive insurance equal to one time their salary.

2025-2026 through 2027-2028 - \$45,000

f. **Sick Day Payout and Death Benefit**

To the extent permitted by law, the estate of any administrative assistant/clerical employee of the Saucon Valley School District who dies in service, shall be paid a sick day payout in an amount equivalent to that afforded in Section III.h.1 below. All restrictions and limitations found in Section XV above shall apply to this section.

g. **Tuition Reimbursement**

1. The Saucon Valley School District will reimburse administrative assistants/clerical personnel for work-related courses. Reimbursement for a maximum of twelve (12) credits will be allowed based on the tuition rate at \$260.00 per credit:

2. Administrative Assistants/clerical personnel must be full-time employees of the Saucon Valley School District at the time of enrollment and at the time of reimbursement.

3. The employee must submit a written request to the Superintendent or designee for approval no later than sixty (60) days prior to the course. The only criteria for approval shall be the relevance of the course with respect to work-related improvement.

4. Administrative Assistants/clerical personnel must, within sixty (60) days after successful completion of the course, submit to the supervisor official transcripts along with receipted bills or canceled checks showing payment. Payment of the applicable reimbursement shall be made no later than sixty (60) days after the approval is submitted to the Business Office for payment.

h. **Retirement Benefits**

1. For employees who have been employed in the school district for at least ten (10) years, unused accumulated sick leave will be recompensed into an employee-established 403(b) plan at the rate of fifty dollars (\$50.00) per day accumulated, upon retirement from employment within the Saucon Valley School District. In the event the dollar amount is less than \$1,000 in a payout for the sick days, the money shall be paid directly to the Employee with the appropriate tax withholdings. In the event the dollar amount is more than \$1,000, the money will be placed in a 403(b) account.

2. The provision below shall be grandfathered for all employees employed as of July 1, 2022. The retirement healthcare provision below shall be discontinued for any and all new hires into the Administrative Assistants/Clerical group hired after July 1, 2022.

a) A retiring employee who has worked a minimum of twenty (20) years in a full-time capacity for the district at retirement time will receive from the district paid medical coverage for the employee only.

b) The District will pay for individual medical insurance, not to include dental, vision, or life insurance coverage, until the age of 65 or for a maximum of six (6) years following the date of retirement, whichever is sooner. If this age requirement is declared to be in violation of ADEA by any court of competent jurisdiction, the age requirement shall become null and void and shall immediately be replaced by the phrase "for six (6) years following the date of retirement". Payment to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the employee elects to retire.

c) The retired employee may continue to pay for spouse or family benefits at their own expense. If an employee has not reached the age of Medicare benefits eligibility at the end of the six-year time frame, he/she has the option to contribute the full monthly premium for medical and/or dental coverage at their own expense. Employees shall be obligated to pay a co-pay of \$100.00 per month for health insurance coverage. This co-pay and any additional monthly amounts resulting from any premium increase and payments due to spousal insurance shall be paid to the District office on or before the tenth of the month preceding the month that the premium is due. Failure of the retired employee to pay additional amounts due will result in immediate and permanent termination of the health insurance coverage.

d) Payment to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the employee elects to retire.

e) Retirees shall receive the same plan as active Employees.

IV. **TIME OFF**

a. **Paid Leave**

1. **Vacation – Twelve Month Employees Only –**

- a) Ten (10) working days after the first full year of employment ending June 30;
- b) Fifteen (15) working days after seven (7) consecutive years of employment;
- c) Fifteen (15) working days plus one (1) additional day for every full consecutive year of service after ten (10) years, not to exceed twenty (20) working days.
- d) Part-time employees' entitlement to leave will be prorated based on the amount of hours worked.
- e) If an employee commenced work between July 1 and June 30, his or her vacation shall be determined in the following manner: Number of weeks worked prior to July 1 divided by 52 to calculate the percentage of a year to which the employee is entitled. For twelve-month employees, this percentage multiplied times ten days equals the number of days' vacation to which the employee becomes entitled on July 1. This calculation will be performed only one time for an employee after which vacation entitlement will be on a full-year basis.
- f) All administrative assistants/clerical personnel are expected to use their vacation during the benefit year. An employee, may carry over five (5) days for those earning a ten (10) day or more vacation benefit. Carryover vacation must be used in the next benefit year.
- g) Upon leaving the District, administrative assistants/clerical personnel shall receive payment for all earned and unused vacation days for the current year, at the current salary rate.

2. **Sick Leave**

a) **Personal Illness Absence**

1) In any school year, whenever a twelve (12) month employee is prevented by illness or accidental injury from following his or her occupation, the School District shall pay to said employee for each day of absence the full salary to which the employee may be entitled as if said employee were actually engaged in the performance of duty for a period of twelve (12) days. The same provisions as above are available for illness in the immediate family and are charged to sick leave, however, an employee may only use up to twelve (12) days per year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

Part-time employees' entitlement to leave will be prorated based on the amount of hours worked.

2) Such leave shall be cumulative from year to year and the total number of days accumulated may be used in any year.

3) The Administration reserves the right to require the employee to furnish a certificate from a physician or other practitioner certifying that said employee was unable to perform his or her duties during the period of absence for which compensation is required to be paid under this policy.

4) These days of leave become available to the employee on the date he or she actually begins his or her employment.

5) An absence of one-half (1/2) day or less shall result in one-half (1/2) day absence charge. An absence of more than one-half (1/2) day and not exceeding one (1) full day shall result in a full day absence charge. One-half (1/2) day is defined as three and one-half (3-1/2) hours.

b) Family Illness Absence

1) The same provisions as above are available for illness in the immediate family and are charged to sick leave, however, an employee may only use up to twelve (12) sick days per year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

2) The days used for such absence shall be deducted from the employee's accumulated sick leave.

3. Personal Days

a) Full-time, employees shall be entitled to three (3) personal days per year without loss of pay. Part-time employees' entitlement to personal days will be prorated based on the amount of hours worked. Such personal days may not be taken on the day prior to, or the day subsequent to, a holiday or vacation period. An exception may be made with a two (2) week written notice and approval by the immediate supervisor. The written request must be made to his/her immediate supervisor at least three (3) calendar days prior to such "personal day(s)" except in case of an emergency. The employee shall inform the supervisor regarding the emergency as soon as possible of his/her absence and the reason for the absence. The immediate supervisor will grant the "personal day(s)" requested by said full-time, except where the granting of such request will have a disruptive effect on the administrative operation for that day. Such personal days leave shall be non-cumulative from year to year. At the end of each school year the unused "personal days" shall accumulate as sick leave.

b) Part-time employees' entitlement to personal days will be prorated based on the number of hours worked.

4. **Holidays**

Twelve (12) Month Employees

New Year's Day	Memorial Day
Martin Luther King Day	Independence Day
Presidents' Day	Labor Day
Holy Thursday	Thanksgiving Day
Good Friday	The Day After Thanksgiving Day
Easter Monday	Christmas Day

In addition to the holidays, the administrative assistants /clerical staff is off during the Christmas vacation if the District is closed during the Christmas vacation. In the event the District is open during Christmas vacation, administrative assistants/clerical staff will be required to work. An employee may use vacation time during Christmas vacation with the approval of their supervisor. If school is in session on any of the paid holidays and such employees are required to work on those days, an equal day shall be given as compensatory time off as arranged with and approved by their supervisor.

5. **Bereavement**

a) Absence for death in the immediate family is allowable from the date of death for a maximum of four (4) days. The first three (3) of those days must be consecutive and shall start on the date that immediately follows the date of death in question.

The fourth day available may be reserved for a date in which memorial services and/or observations are to take place involving the deceased immediate family member. In the event the employee requests to take the fourth day non-consecutively with the first three, the Administration reserves the right to request information from the employee demonstrating why the fourth date needs to be taken at a different time.

In extraordinary circumstances in which travel or some other unusual event has or will occur regarding the observance/memorial services, the Administration, at its discretion, may allow the third and fourth days to be taken at a different time from the first two days of bereavement leave.

On the date of death, an employee may use a sick or personal day if they have one available, and the death occurred before the start of the work day. In the event the death occurs on a non-work day, this provision shall not be applicable.

b) Immediate family shall be defined as father, mother, brother, sister,

son, daughter, husband, wife, parent-in-law, grandchild or near relative who resides in the same household, or any person with whom the employee has made his home.

c) For a near relative, one (1) day is allowed. A near relative shall be defined as a first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

6. **Inclement Weather**

When there is a day that school is canceled for inclement weather offices may be open. Administrative assistants /clerical notification of attendance and time to report to work in the district on those days, as well as the time for release during early dismissals, will be at the discretion of the Superintendent. Personnel notified to report and not reporting to work on those days that offices are open will need to take a personal or vacation day.

On all days school is called off due to inclement weather, not to exceed four (4) days clerical staff will be notified by the superintendent if and when to report to work. Employees may choose to use a personal or vacation day if they choose not to report.

b. **Unpaid Leave**

1. **Personal Leave**

No school employee shall absent himself from duty on account of personal reasons unless he shall have requested and received permission from the immediate supervisor and the Superintendent for such absence.

2. **Family Medical Leave**

Family and Medical Leave shall be granted in accordance with Board Policy and the Federal Family and Medical Leave Act. FMLA will run concurrently with all leaves but the employee may opt to use up to 10 sick days prior to the concurrent use of FMLA. The District utilizes a rolling year methodology for purposes of leave eligibility.

3. **Childbearing/Childrearing Leave**

All rights and privileges extended by the Saucon Valley School District Board Policy will be applicable to the administrative assistants/clerical group.

V. **POSTING OF VACANCIES**

Should a position in the administrative/clerical staff become vacant, the District shall post a notice for ten (10) days to give the remaining employees an opportunity to apply for said position.

However, the Superintendent's and/or the Board's determination as to the best qualified applicant, whether a then-current employee or a new applicant, shall be final and binding on all the parties.

VI. **PERFORMANCE & DISCIPLINE**

a. **Evaluation Procedure**

One performance evaluation shall be conducted by the employee's supervisor prior to the end of each school year. Administrators may evaluate more than once per year.

b. **Complaint Procedure**

1. **Purpose**

The purpose of this procedure is to discuss, voice, and explain any differences that should arise between employees, a group of employees, or an employee and supervisor. This procedure ensures that a prompt, efficient method so that the issue may be addressed and that there shall be a resolution to the concern. Any issue that is thought to be in need of discussion should be placed in writing to clarify the issue, time frame of the concern, and the persons involved.

2. **Procedure**

a) Try to address the concern at the lowest possible level of either employee to employee or employee to your immediate supervisor.

1) **Administrative Assistants/Clerical**: employee, building administrator, Assistant Superintendent, Superintendent, School Board.

Document all meetings and attempts to resolve the issue during each step that you take in the process. This documentation will assist the next person reviewing the concern so that they may follow what attempts were made to address the issue who has been involved and why it has not been resolved at that level.

b) A meeting should be held at the first level within 10 days of the infraction or concern.

c) Moving to the next step in the chain of command should happen in a timely manner so that the issue can be addressed. No more than 10 days should pass between each level.

d) An individual employee or a group may address an issue.

e) If the employee or the group has an issue with their immediate Supervisor, then they should address their issue with the next up on the chain of command.

f) Issues will be discussed and when a resolution is met the decision and the conversation will be documented in writing and all members in attendance will receive a copy of the outcome of the meeting.

g) Resolution does not mean that the issue is settled in favor of anyone person over the other but is defined as:

- 1) the concern was discussed,
- 2) was presented to the appropriate persons,
- 3) all parties are aware of the issue,
- 4) adjustments, changes, management parameters discussed,
- 5) issue is clarified,
- 6) issue is resolved and documented.

(h) A person or group may return with the same issue if not corrected.

VII. **COPIES OF PLAN**

A copy of this Plan will be available on the District website.

VIII. **REOPENER CLAUSE**

In any year during the term of the Compensation and Benefits Plan, the District reserves the right to reopen the Compensation and Benefits Plan.

SCHEDULE “A”

Administrative Assistants/Clerical Personnel List

AA5 Classification:

Administrative Assistant to the Superintendent
Administrative Assistant to the Assistant Superintendent
Administrative Assistant to Business Manager
Administrative Assistant for Special Education

AA4 Classification:

Administrative Assistant to Asst. Athletic Director
Administrative Assistant to High School Guidance
Administrative Assistant to the Elementary Principal
Administrative Assistant to the High School Principal
Administrative Assistant to the Middle School Principal
Administrative Assistant to the Supervisor of Campus Operations

AA3 Classification:

Administrative Assistant to the Assistant Middle School Principal
Administrative Assistant to the Assistant Elementary Principal
Administrative Assistant to the Assistant High School Principal

AA2 Classification:

K-12 Attendance Administrative Assistant

Business Office Personnel – Follow AA 4 pay ranges Personnel

Payroll/Benefits
Accounts Payable

The Board of Directors reserves the right to demote any member of this group from one classification to another. Such a demotion may result in a reduction in compensation for an individual demoted from a higher to a lower classification.

SALARY STRUCTURE

The wage increases will be as follows:

2025-2026: 2.5% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at the discretion of the Superintendent and approved by the Board.

Superintendent consideration for compensation increases may be based on an individual's performance evaluation as well as other indicators of performance as determined by the Superintendent. In addition to the pool of money herein, the Board may establish an additional pool of money to be applied to salary increases in the year in question. Such additional monies may be based on market considerations, performance based justifications or other operational factors as determined by the Board.

2026-2027: 2.5% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual's performance evaluation as well as other indicators of performance as determined by the Superintendent. In addition to the pool of money herein, the Board may establish an additional pool of money to be applied to salary increases in the year in question. Such additional monies may be based on market considerations, performance based justifications or other operational factors as determined by the Board.

2027-2028: 2.5% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual's performance evaluation as well as other indicators of performance as determined by the Superintendent. In addition to the pool of money herein, the Board may establish an additional pool of money to be applied to salary increases in the year in question. Such additional monies may be based on market considerations, performance based justifications or other operational factors as determined by the Board. The District will establish the starting pay based on the market at the time of hire.

APPENDIX A - HEALTHCARE PLAN DESIGNS

Benefits	Plan 1		Plan 2 - only plan option available for new hires after July 1, 2021	
Medical:	PPO		PPO	
	In Network	Out of Network	In Network	Out of Network
Deductible: In network	\$500 / \$1000		\$750 / \$1500 / \$2250	
Out of Network		\$500 / \$1000		\$1500 / \$3000 / \$4500
PCP Copay:	\$20	20% after ded	\$25	20% after ded
Specialist Copay:	\$40	20% after ded	\$50	20% after ded
Urgent Care Copay:	\$50	20% after ded	\$75	20% after ded
ER Copay: Waived if admitted from ER.	\$130	20% after ded	\$180	20% after ded
Inpatient Hospital Stays	\$0	20% after ded	\$200 copay per admission	20% after ded
Diagnostic Testing	100% after ded	20% after ded	100% after ded	20% after ded
Hi Tech Imaging Copay (EX: MM, CT):	100% after ded	20% after ded	\$75 copay after ded	20% after ded
Outpatient Surgery Facility	\$0	20% after ded	\$50	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$40	20% after ded	\$50	20% after ded
Chiropractic Copay - unlimited	\$40	20% after ded	\$50	20% after ded
Private Duty Nursing:	100% after ded	20% after ded	100% after ded	20% after ded
RX: (Copays)				
Retail: Tier 1:	\$10	No Benefits Available	\$20	No Benefits Available
Tier 2:	\$30		\$40	
Tier 3:	\$60		\$80	
Mail Order: Tier 1:	\$20		\$40	
Tier 2:	\$60		\$80	
Tier 3:	\$120		\$160	