

SAUCON VALLEY SCHOOL DISTRICT
HELLERTOWN, PENNSYLVANIA

COMPENSATION AND BENEFITS PLAN
BOARD OF SCHOOL DIRECTORS

and

THE EDUCATIONAL SUPPORT STAFF
(Staff Nurses, Instructional Paraprofessionals, Non-Instructional Paraprofessionals)

EFFECTIVE

July 1, 2025 to 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. EMPLOYEE GROUPINGS

- a. There shall be four group classifications of employees within this Compensation Plan: (*attached "Employee Listing" defines these classifications*)
 - 1) Staff Nurses
 - 2) Instructional Paraprofessionals
 - 3) Non-Instructional Paraprofessionals
 - 4) Registered Behavior Technician
- b. Wages and Salary Provision

The wages and salaries to be affected by this Compensation Plan are reflected in Appendix A, attached to and made a part of this Compensation Plan. The schedule of wages and salaries set forth in Appendix A shall remain in force for the period of this Compensation Plan.

III. EMPLOYEE BENEFITS

The employee benefits to be provided for under this Compensation Plan are reflected in Appendix B, C, D attached to and made a part of this Compensation Plan.

IV. WAGES AND SALARIES

- a. Hourly Wage Increases:

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.

b. To codify what is an established practice, employees under this Plan shall be provided with one paid prep day before the beginning of the school year.

c. Note: Direct deposit of paychecks is required for all District employees

d. HOURLY WAGES

	2025-2026
Staff Nurses **	\$28.69
Registered Behavior Technician	\$25.00
Instructional Paraprofessionals	\$21.19
Non-Instructional Paraprofessionals	\$20.38

*** Note: Staff Nurses must have RN or LPN certification to be eligible for Staff Nurse Pay Rate.*

e. NEW EMPLOYEES

All new employees will be employed at fifty cents (\$.50) less per hour than the Plan rate for a total of ninety (90) calendar days and shall not be eligible for benefits. After the probationary period of ninety (90) calendar days, on the 91st day, the employee shall be eligible to receive current wages and any benefits allowed under this Plan.

APPENDIX “A”

EMPLOYEE BENEFITS – Full-Time Employees

Full-Time employees with a normal work week of 30 hours or more receive Employee and dependent coverage only Health Benefits and Dental and Vision Insurance as noted below:

1. Healthcare Benefits

a. The Saucon Valley School District shall make available two PPO plan options for District employees in accordance with the following provisions.

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 “C” 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 “C” 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

a. The Saucon Valley School District shall purchase and provide for each Employee and their family (includes 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.

b. 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.

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."

Dental

The District shall purchase the Dental Service Plan of Delta Dental of Pennsylvania or another similar provider for each Full-time Educational Support staff and their dependents. Spousal coverage is not available. 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.

Vision

Full-time employees and their dependents 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. Spousal coverage is not available.

2. Life Insurance

For each year of the Plan, life insurance will be equal to the annual salary rounded up to the nearest thousand, but not less than \$20,000.

3. Income Protection Coverage

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 (up to a maximum of \$1,000.00), 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.

4. Retirement Benefits

For employees who have been employed in the school district for at least ten (10) years, unused accumulated sick leave will be recompensed 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.

The provision below shall be grandfathered for all full-time employees employed as of July 1, 2022. The retirement healthcare provision below shall be discontinued for any and all new full-time hires into the Educational Support Staff group hired after July 1, 2022

For a retiring full-time employee who has worked a minimum of 20 full-time years for the District at retirement time, the Employee will receive from the District paid medical coverage for the employee only, 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 parties agree that the age requirement shall become null and void and shall immediately be

replaced by the phrase “for 6 years following 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. In addition, eligible Employees shall be obligated to pay a co-payment of \$100 per month. This payment shall be to the Business Office on or before the 10th of the month preceding the month the premium is due. Notice of any premium increase will be provided to the retired Employees at his/her last known address indicated in the District records, as furnished by the retiring Employee. Failure of the retired Employee to pay the additional amounts due will result in immediate and permanent termination of health insurance coverage. If an Employee is not eligible for this benefit, he/she may purchase the individual medical coverage only if he/she is eligible for full retirement without penalty (superannuation).

Retirees shall receive the same plan as active Employees.

5. **Sick Leave**

a. **Personal Illness Absence**

1. In any school year, whenever a ten (10) 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 ten (10) 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 ten (10) 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. 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.

6. **Death in Immediate Family**

Absence due to 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 on 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.

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 their home.

One (1) day of absence to attend the funeral of a near relative shall be compensated at full salary. 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.

7. **Paid Holidays**

Eleven Paid Holidays: Good Friday, Memorial Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, and Presidents Day.

8. **Personal Days**

Three (3) Personal Days, of which one may be used as an emergency day, if needed. Such personal days may not be used in succession and may not be taken prior to or subsequent to a Holiday. An exception may be made with a two-week written notice and approval by the supervisor. Written request must be made to the immediate supervisor at least three (3) calendar days prior to such "personal day" except in case of an emergency. The immediate supervisor will grant the personal day requested by the employee, except where the granting of such a request will have a disruptive effect on the educational program of that day. At the end of the school year unused personal days shall accumulate as sick leave.

Employees may carry over one unused personal day to another year for a total of four in a given year. Employees may also split one personal day into two ½ personal days.

9. **Family and Medical Leave Act of 1993 (FMLA)**

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. The District utilizes a rolling year methodology for purposes of leave eligibility.

10. **Vacancies**

If an Educational Support Staff position opens in the District, it shall be posted within the District so that any employees with the skills required for the job has an opportunity to apply for

the position. The Board of School Directors, upon recommendation of the Administration, shall select the employee that best meets the needs of the District.

11. **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.

APPENDIX “B”

EMPLOYEE BENEFITS – Part-Time Employees

Part-Time Employees with a normal work week less than 30 hours receive the following benefits.

1. **Retirement Bonus**

For employees who have been employed in the school district for at least ten (10) years, unused accumulated sick leave will be recompensed at the rate of thirty dollars (\$30.00) 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. **Sick Leave**

See the language at Appendix “A”, 5. Sick leave is prorated for part-time employees, who are only entitled to five (5) days per year (cumulative).

3. **Death in Immediate Family**

Absence due to a 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 on 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.

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 their home.

One (1) day of absence to attend the funeral of a near relative shall be compensated at full salary. 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.

4. **Personal Day**

Three (3) personal days, of which one may be used as an emergency day, if needed. Such personal days may not be used in succession and may not be taken prior to or subsequent to a Holiday. An exception may be made with a two-week written notice and approval by the supervisor. Written request must be made to the immediate supervisor at least three (3) calendar days prior to such “personal day” except in case of an emergency. The immediate supervisor will grant the personal day, requested by the employee, except where the granting of such request will have a disrupting effect on the educational program of that day. At the end of the school year unused personal days shall accumulate as sick leave.

5. **Leave of Absence**

The parties also recognize and agree to comply with the rights of the District and the employees under the Family and Medical leave Act (FMLA) of 1993. All paid or unpaid leaves of absence allowed under this Plan or under Board Policy which would also have been allowable under FMLA shall be designated as use of FMLA benefits. The District shall post appropriate notices approved by the U.S. Department of Labor advising employees of their rights under the Act. A year shall be deemed to be on a rolling year basis as defined by the FMLA. The decision of the Board of School Directors on such personal leaves will be final.

6. **Paid Holiday**

Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year’s Day.

APPENDIX “C” 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	