

SAUCON VALLEY SCHOOL DISTRICT

Hellertown, Pennsylvania

COMPENSATION AND BENEFITS PLAN

BOARD OF SCHOOL DIRECTORS

and

FOOD SERVICE PERSONNEL

July 1, 2025 to June 30, 2028 Compensation and Benefits Plan

BOARD OF SCHOOL DIRECTORS
and the
FOODS SERVICE PERSONNEL
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. CLASSIFICATION OF EMPLOYEES

For the term of this Compensation Plan, there shall be three classifications of Food Service Employees:

Crew Manager
Cook
General Kitchen Help

III. DEFINITIONS

Full-Time Employees: Employees with a normal work week of 30 hours or more. A full-time employee will be eligible for benefits.

Part-Time Employees: Employees with a normal work week of less than 30 hours.

IV. NEW EMPLOYEE

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

An employee who has worked in the Cafeteria Food Service Department as a substitute employee for 100 hours or more shall work a probationary period of forty- five (45) consecutive calendar days at fifty cents (\$0.50) less per hour than the agreed upon rate.

If the probationary period extends into the summer recess, the probationary period will be suspended and resumed in August with the first work day for the Food Service Department and will continue until the ending probationary day. The probationary period shall not include time served under temporary, emergency or substitute appointments or time while the employee is absent from work.

V. **MANAGEMENT PREROGATIVES**

The management of the Board's premises and equipment and direction of the working forces, including the right to hire and suspend, to classify, assign, discipline and promote, to discharge or transfer for proper cause, to promulgate reasonable working rules, and to establish working schedules and conditions is a management prerogative.

The Board, or its designee (Director of Fiscal and Operations Management), with recommendations from the Food Service Coordinator, has the right to relieve employees from duty because of lack of work or for other legitimate reasons and the right to change, modify, or move any equipment, work assignment or type of service.

VI. **POSTING VACANCIES**

All vacancies shall be posted for five (5) working days and cafeteria employees shall have the opportunity to apply for said vacancies. The Food Service Coordinator shall make a recommendation to the Director of Fiscal and Operations Management, however, the appointment will be approved by the Board, as it shall be determined in the best interest of the School District.

In the event of short-term vacancies of a temporary nature, the Food Service Coordinator shall recommend to the Director of Fiscal and Operations Management to hire substitutes to perform the required duties without posting the vacancy.

VII. **WAGES AND SALARY PROVISION**

The parties agree that starting hourly wages are accurately reflected in Article X and that the schedule of classifications, starting hourly wages set forth in Article X shall be the schedule which shall remain in force for the period of this Compensation Plan. All employees of the food service department must submit their payroll sheet to the Crew Manager for verification and submission to the payroll department.

All paychecks, and/or information regarding salary, shall be enclosed in individual envelopes. Direct deposit of paychecks shall be required for all employees.

VIII. **EMPLOYEE BENEFITS**

The employee benefits to be provided for under this Compensation Plan are accurately reflected in Appendix "C" attached to and made part of this Compensation Plan.

IX. **WORK PROCESS**

No request for personal, vacation or days off will be made for the full week before Christmas, the first week of school, last full week of the school year, unless there is a medical emergency, medical condition, or verified emergency. Violation of this rule will be subject to immediate disciplinary action.

X. **EMPLOYEE CLASSIFICATIONS**

Starting pay rates	2025-2026
Base Rate of Pay	
Crew Manager	\$26.24
Cook	\$22.89
General Kitchen Help**	\$16.16

**This category will include all new employees.

Employees will receive an hourly rate increase each year as noted below with the percentage increases. In addition, the board may establish additional dollars on a year to year basis at its discretion toward salary increases.

2025-2026 2.5% The Board may establish an additional amount to be applied to salary increases in the year in question as may be recommended by the Superintendent.

2026-2027 2.5%. The Board may establish an additional amount to be applied to salary increases in the year in question as may be recommended by the Superintendent.

2027-2028 2.5% The Board may establish an additional amount to be applied to salary increases in the year in question as may be recommended by the Superintendent.

XI. **PERFORMANCE & DISCIPLINE**

a. **Evaluation Procedure**

Performance evaluations shall be conducted by the Food Service Coordinator in conjunction with the Crew Chief Manager.

b. Complaint Procedure – Non-Contract/Meet and Discuss Related Issue

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 a supervisor. This procedure ensures that a prompt, efficient method is used 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, the 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) Cafeteria: employee, cook at the building kitchen, crew Manager, K-12 Food Service Coordinator, Director of Fiscal and Operations Management, 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 or any one 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.

XII. **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 “A”

FULL TIME EMPLOYEE BENEFITS – Thirty (30) HOURS PER WEEK OR MORE

Temporary Assignment

Any full-time or part-time employee who is temporarily assigned by the Administration to substitute for another employee and perform the duties of a higher-rated job classification shall be paid the higher rate of pay for the duration of the assignment.

Healthcare Benefits

1. 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.

2. Healthcare shall include, but not be limited to premium contributions to healthcare and prescription drug plans and co-pay, plan designs and co-pays,

deductibles, in-network and out of network coverages, vision and dental premiums, co-pays, etc.

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.

3. Spousal Coordination of Benefits

Effective for all Employees, spousal coverage under the District healthcare program shall be extended to an employee's spouse only in the event 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.”

Dental Insurance

The District shall purchase the Dental Service Plan of Delta Dental of Pennsylvania or another similar provider for each Employee 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. Food Service Employers 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 Food Service Employees.

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.

Life Insurance

Equal to annual salary rounded up to the nearest thousand, but not less than \$10,000.00.

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 (up to a maximum of \$750.00), 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.

If a full-time employee is off work due to injury on the job, medical insurance premiums will be paid by the District for a period of six (6) months after the expiration of sick leave. During this six (6) month period an employee does not earn vacation, sick leave, personal day, or holidays with pay. Medical insurance is identified as Health Insurance, and Prescription Drug Plan. The benefit noted herein shall count to any benefit(s) owed to an employee under the Income Protection section of this Contract. All employees who participate in this benefit shall be required to make his/her employee contribution toward healthcare.

Retirement Benefits

For full-time 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.

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 food service group hired after July 1, 2022.

For a retiring full-time employee who has worked a minimum of twenty (20) years of full time service for the District at retirement the Employer will pay for individual medical insurance for the Employee only, not to include dental, vision or life insurance coverage, until the age of 65 or 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 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. 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 that the premium is due. Notice of any premium increase will be provided to the retired Employee at this/her last known address indicated in the Districts

records, as furnished by the retiring Employee. Failure of the retired Employee to pay 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.

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.

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) 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) 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.

Death in Immediate Family

Absence due to death in the immediate family is allowable 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 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 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, brother-in-law, or sister-in-law.

Paid Holidays -

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

Personal Days

Three (3) personal days per year. Such personal days may not be used in succession; however, one personal day may be taken on the day before or after a holiday with two weeks' notice and approval by the Food Service Coordinator. Written request must be made to the immediate supervisor at least three (3) calendar days prior to such "Personal Day" except in case of emergency. The employee shall inform the supervisor regarding the reason for the emergency as soon as possible of the absence and the reason for such absence. The Food Service Coordinator will grant the Personal Day requested by the employee, except where the granting of such request will have a disruptive effect on the food service

program for that day. At the end of the school year, if unused, personal day(s) shall accumulate as sick leave.

Exhaustion of Accumulated Paid Leave Time

When an employee's accumulated paid leave time (sick, personal, as applicable) has been exhausted, the employee shall provide the District with a written note explaining the reason any additional unpaid time off is being requested. Additional time off, unpaid, shall be at the discretion of the District. Disciplinary action will occur in the event an employee takes additional time off without providing a written explanation.

APPENDIX “B”

PART-TIME EMPLOYEE BENEFITS (EMPLOYEES WORKING LESS THAN THIRTY (30) HOURS PER WEEK)

Temporary Assignment

Any part-time employee who is temporarily assigned by the Administration to substitute for another employee and perform the duties of a higher rated job classification shall be paid the higher rate of pay for the duration of the assignment.

Employees who have been employed with the District for ten (10) years will receive \$20.00 a day for unused sick days at retirement for the duration of the Plan. Such payment shall be made into an employee's 403(b) account. 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 even the dollar amount is more than \$1,000, the money will be placed in a 403(b) account.

Sick Leave

Five (5) days per year (cumulative). Use of four (4) or more consecutive days of sick leave will automatically require a certificate from a physician stating:

- a. that the employee on sick leave has been examined;
- b. the nature of the illness or injury;
- c. that the employee is/was unfit to work;
- d. the probable date on which the employee may return to work.

An employee may use up to five (5) days per year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

Paid Holidays

Thanksgiving Holiday, Christmas Eve, Christmas Day, New Years Eve, New Years Day, Good Friday. 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.

Death in Immediate Family

Absence due to death in the immediate family is allowable 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 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 his home.

One day of absence to attend the funeral of a near relative shall be compensated at full salary. Near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law or sister-in-law.

Personal Day

Three (3) personal days per year. Such personal days may not be used in succession; however, one personal day may be taken on the day before or after a holiday with two weeks' notice and approval by the Food Service Coordinator. Written request must be made to the immediate supervisor at least three (3) calendar days prior to such "Personal Day" except in case of emergency. The Food Service Coordinator will grant the Personal Day requested by the employee, except where the granting of such request will have a disruptive effect on the food service program for that day. At the end of the school year, if unused, personal day(s) shall accumulate as sick leave.

Food Service Personnel

All hours for food service personnel will be determined by the administration by position. Any position that is reviewed and whose hours are adjusted those employees will be contacted and the change communicated to them prior to the start of the school year. Mid-year adjustment may be made by the administration.

Exhaustion of Accumulated Paid Leave Time

When an employee's accumulated paid leave time (sick, personal, as applicable) has been exhausted, the employee shall provide the District with a written note explaining the reason any additional unpaid time off is being requested. Additional time off, unpaid, shall be at the discretion of the District. Disciplinary action will occur in the event that an employee takes additional time off without providing a written explanation.

Reimbursement for Shoes

The District will reimburse employees up to \$50 per year for the purchase of non-slip shoes. Employee shall provide a receipt for the shoes in order to receive the reimbursement.

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	