



State College Area School District

STATE COLLEGE AREA SCHOOL DISTRICT HANDBOOK

SUPERVISORS

Period July 01, 2025 through June 30, 2028

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

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COMPENSATION

Supervisors include:

Physical Plant
Food Service
Transportation
Fitness Center

I. Wages

A. Starting Rate

The Executive Director of Human Resources will determine the starting rate for a new supervisor based on the individual's applicable knowledge and experience.

B. Salary/Wage Range for 2025-2028

	Minimum	Maximum
Tier 1	\$26.00	\$42.00
Tier 2	\$24.00	\$38.00

Salary/Wage range will be adjusted annually based on the annual increase provided.

Criteria for Tiers:

Tier 1: 12 or more direct reports or District-wide responsibilities and six or more direct reports

Tier 2: All other supervisors

Tier 1 Positions:

Food Service: High School, Elementary Production Kitchen

Physical Plant: Facilities and Grounds, Maintenance, High School

Tier 2 Positions:

Food Service: Middle School

Transportation: Transportation Coordinator, Head Mechanic

Physical Plant: Middle School, Contract Coordinator, Fitness Center

C. Salary/Wage Increases

Annual salary increases will be granted following a satisfactory evaluation. For each year of the agreement, the increase shall be \$1.25 per hour on July 1.

Thereafter, periodic wage increases may be implemented following approval by the Board of Directors.

D. Overtime

Overtime must be pre-approved by the immediate supervisor or designee. Hours worked in excess of the normal schedule will be paid at the regular hourly rate until 40 hours have been worked in the week. All hours worked in excess of 40 hours will be paid at a rate of one and a half times the regular hourly rate. When work is required to be completed on a Sunday, the rate of pay will be two times the regular hourly rate, regardless of the number of hours worked in the week.

II. Insurance Benefits

A. Medical Benefits

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 changes to 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:
July 1, 2025, through June 30, 2028:
 - 50% of the individual deductible for individual coverage, 50% of the family deductible for all other coverages.
 - 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's monthly premium will be deducted from their monthly payroll through a Section 125 Plan, utilizing 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.

Employees whose spouses or domestic partners are also employed by the District in a benefits-eligible position will be provided with health insurance in the most economical manner for the District. When spouses or 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.

5. 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 mid-year). To waive coverage, the employee must provide documentation of 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 within thirty days of a qualifying event throughout the year. An open enrollment period by a spouse's or domestic partner's employer constitutes an event that allows an employee to 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.

B. Dental Insurance

The District will provide dental benefit insurance to employees in benefits-eligible positions. 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 and \$100 for out-of-network services is applied against the incurred covered general services expenses, as outlined above, for each employee and 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, which is administered by the District.

D. Life Insurance

All full-time employees 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 based on their age.

E. Income Protection Insurance (Long-term Disability)

Supervisors who are disabled according to the plan will have coverage equal to 60% of their normal monthly salary per the policy provisions.

III. Retirement Benefits

A. Public School Employees' Retirement System

The District participates in the Public School Employees' Retirement System in accordance with that organization's rules and regulations.

B. Tax Sheltered Annuity

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

C. Continuation of Benefits Upon Retirement

Employees who retire from the District and receive full retirement benefits from the Public School Employees' Retirement System (PSERS) have the option to continue their medical/dental insurance benefits until age 65, or until they become eligible for coverage elsewhere, by paying the actual District cost plus 2% administrative costs if they meet one of the following:

1. 15 years of continuous employment with the District
2. Disability retirement

D. Retirement Benefit Pay

Employees retiring from the District shall receive a retirement benefit pay as described below. For purposes of this section, eligible employees are those who:

1. Terminated service by meeting the requirements of the School Code, and
2. Have a minimum of 10 years continuous service with the District, and meet at least one of the following:
 - a) completed 35 years or more of credited service in the Pennsylvania Public School Employees' Retirement System (PSERS), regardless of age, or
 - b) completed 30 years or more of credited service in the PSERS and is at least age 60, or
 - c) completed 25 years or more of credited service in PSERS and qualified for a withdrawal (early) retirement, or
 - d) completed 20 years of service in the District and is at least age 55, or
 - e) qualified for disability under PSERS, or
 - f) are at least 62 years of age.

Eligible employees will be paid for accrued but unused sick days at the rate of \$38 per day. The maximum number of accrued but unused days that are reimbursed shall be:

- 9-month positions 185 days
- 12-month positions 260 days

E. Retirement Severance

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

GENERAL PROVISIONS

I. Probationary Period

A newly hired employee shall be considered a probationary employee for a period of six months, commencing from the first day of employment, during which they are working.

Employment may be terminated for any probationary employee for any reason at any time during the probationary period.

If a probationary employee accepts a different position within the district, they will serve a new probationary period.

II. Work Schedules

Employees will be advised by their supervisor of the work schedule. This schedule, however, is not a guarantee that the number of hours of work will be available each week for each employee. Whenever possible, at least 2 weeks' notice will be provided if a work schedule needs to be changed.

The work week is seven days, beginning at midnight on Monday and ending at midnight on the following Sunday. Whenever possible, the workdays and work hours, including breaks and meal periods, will be consecutive. In no case will an employee be assigned to a weekly work schedule that requires the employee's presence on the job seven days a week regularly.

The daily hours of work for an employee will be scheduled so that provision is made for meal periods of at least 30 minutes on the employee's time (except at the employee's request, when such request can be accommodated).

III. 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 before 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.

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 day per month for each month that the employee is scheduled to work 10 days or more. 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 essential 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 their duties due to illness or injury. Time off for an employee's routine appointment with a physician, dentist, hospital, or optometrist is charged to sick leave, provided the employee can't schedule the appointment at their convenience. The request for such time off shall be made as far in advance as possible. Such routine appointments are usually of less than 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 should be discussed with the supervisor and the Human Resources Office in advance, whenever possible. If advance notice is not possible, they should be discussed as soon as practicable.

If an employee is using sick leave and their vacation accumulation reaches the maximum, they can charge vacation accumulation instead of sick leave, ensuring that vacation earnings are not lost.

If an employee expends all accumulated sick leave, additional absence, at the employee's option, 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 in accordance with the provisions of section III. Unpaid Absences below.

B. Illness in the immediate Family

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

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 the employee can't 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 are usually of less than 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. Under normal circumstances, Food Service Supervisors are encouraged to use their vacation days on those days when students are not present, and CEEL Supervisors are encouraged to use their vacation days on those days when CEEL is not in session.

Vacation time is accrued by full-time supervisors on a monthly basis for each month that the employee is scheduled to work 10 days or more.

1 st through 6 th year of service:	1.25 days/month
7 th through 12 th year of service:	1.75 days/month
13 th + years of service:	2.0 days/month

Typically, an employee earns appropriate vacation accumulation in any month in which the employee is paid for at least half of the typically scheduled work time for that month (except that any pay received for accumulated vacation at the time of employment termination shall not be credited toward this qualifier). Accumulation is limited to twice the annual accrual rate.

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 \$40.00 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 usually 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 5 th year of service	3 days/year
6+ years of service	4 days/year

Such leave will accrue from year to year and may accumulate to a total of five (5) personal days. If on July 1 of any year the accumulated unused personal days, including those accrued for the new year, exceed five (5), the excess number of days will be transferred to the employee's sick leave accumulation.

E. Holidays

Twelve holidays are granted annually to full-time, 260-day employees: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday and Friday, three days at the winter break, and three floating holidays to be determined on an annual basis by the Superintendent. Supervisors working full-time, 200 days, receive all holidays except for Independence Day.

If a holiday occurs during an employee's vacation or sick leave, it shall not be charged as a day of vacation or sick leave.

An employee must be in pay status on the day before and the day after a holiday to receive payment for that holiday.

If a holiday listed above occurs on a Saturday, the District will observe it on the preceding Friday. If a holiday listed above occurs on a Sunday, the District shall observe it on the following Monday.

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

If an employee is on jury duty, the District shall pay her/his full salary minus jury compensation for time absent from work. If the jury duty requirement results in the employee missing more than half of their regularly scheduled workday, the employee shall be excused from the remainder of the day with no loss of salary. The employee should provide documentation of jury duty compensation received.

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 their working hours as a witness.

I. Sick Day Donation Program

In the event an employee is ill or injured and needs to be absent from work for an extended period, the provisions above outline procedures for utilizing applicable accrued paid time off and additional unpaid time off. If an employee is ill or injured and has exhausted all of their personal, sick, and vacation days, this program provides the opportunity for co-workers to donate some of their accrued sick days to provide additional paid time off to the absent employee.

Procedure

1. When an employee is absent and nearing the exhaustion of all applicable paid time off, the employee or their supervisor will contact the Human Resources Office to request 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. Typically, employees can donate a day at a time, up to a maximum of five days 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 a maximum of 10 donated sick days.

III. UNPAID ABSENCES

A. Illness or Injury

An employee who is unable to work due to a prolonged illness or disability and who has exhausted all accumulated sick leave will be granted a leave of absence without pay for the duration of the illness or two years, whichever is less. Prolonged absences should be discussed with the supervisor and the Human Resources Office in advance, whenever possible. If advance notice is not possible, they should be discussed as soon as practicable.

A physician's statement indicating that the employee can return to work must be provided to the Human Resources Office before the employee's actual return date. This request is not to be interpreted as an automatic approval.

Absence for extended sick leave, in accordance with the time limits established above, will be continued only for the period during which the employee is unable to perform their duties due to illness or injury. If the employee fails to report to work after being physically able to do so, their employment shall be terminated. If, at the end of the leave of absence, the employee is still unable to work, employment will be terminated, and all benefits associated with the leave of absence without salary will cease.

If any employee returns to active employment following a leave of absence, and within sixty (60) calendar days returns to leave of absence status for the same illness or injury, the amount of time previously charged to leave of absence shall be counted against the appropriate allowance for maximum length of leave.

B. Childbearing/Childrearing And Adoption Leave

Employees shall be granted a childbearing/childrearing/adoption leave in accordance with the FMLA provisions outlined above under the following conditions:

Childbearing Leave

1. Disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom are, for all job-related purposes, temporary disabilities and are covered by FMLA.
2. A completed FMLA Medical Certification form shall be provided to the Human Resources Office.
3. It is expected that requests for such leave shall be given, in writing, thirty (30) days before the commencement of leave, except where medical complications make it impossible to fulfill a thirty-day notice.
4. Such leave shall be without pay, unless accumulated sick, vacation, and/or personal days are available for use during this period of disability.

Childrearing Leave

An employee who is a parent of a newborn or adopted child may be granted child-rearing leave under the following conditions:

1. Requests for the child-rearing leave shall be given, in writing, to the Board at least thirty (30) days before the commencement of the leave.
2. The termination date of the child-rearing leave shall not be later than the next complete school year.
3. Such leave shall be without pay unless accumulated vacation and/or personal days are available to use.

C. Personal Leave

Employees may request a personal leave of absence without salary for up to 12 months. Such a request is granted at the District's discretion.

D. Absence For On-the-Job Injury

If an employee is absent from work as a result of an injury or illness compensable under the Workers' Compensation Act, Occupational Disease Act, or similar legislation, the following conditions apply:

1. The employee has the option to request a leave of absence without pay or to charge the absence to her/his accumulated sick days (or, if sick days have been expended, to accumulated vacation or personal days).
2. If the employee elects to charge the absence to some or all of her/his accumulated sick, personal, or vacation days, then:
 - a. The deduction of such paid time off shall be adjusted based on any Workers' Compensation payments received.
 - b. Once all paid time off is exhausted, the employee shall be granted a leave of absence without pay. Typically, a leave of absence without pay does not exceed 24 months in duration.

E. Costs For Insurances While On Leave

1. Costs for insurance that were enrolled during a leave of absence without salary for sickness, maternity, FMLA-covered family care, or while receiving Workers' Compensation insurance payments shall be at the normal employee share of the premium(s).
2. Costs for insurances in which the employee is enrolled during a leave of absence without salary for reasons other than the reasons enumerated in 1. above shall be the entire cost (employee and District costs) for those benefits plus 2%.