

**2025-2028 COMPENSATION PLAN
FOR
CONFIDENTIAL EMPLOYEES**



**WALLINGFORD-SWARTHMORE
SCHOOL DISTRICT**

I. COVERAGE OF PLAN

The following are confidential employees covered pursuant to this plan:

Confidential Executive Administrative Assistant to the Superintendent

Confidential Executive Administrative Assistant to the Assistant Superintendent

Confidential Executive Administrative Assistant to Director of Human Resources

Confidential Executive Administrative Assistant to the Offices of Business and Human Resources

Confidential Benefits Specialist

II. SALARY

The Compensation Plan for Confidential employees is maintained in consideration of the impact of the Act 1 Index and relative salaries of service personnel within the district.

The following salary schedule is recommended for the 2025-2028 school years: **(See Attachment A)**

Individual adjustments will be made to the salary schedule to ensure that each Confidential employee's salary is no lower than the base salary for administrative assistant positions listed in the salary schedule of the Wallingford-Swarthmore Educational Support Personnel Association Bargaining Unit Agreement.

III. HOURS OF WORK

The normal hours for work for full-time Confidential employees shall be seven and one-half (7.5) hours per day, thirty-seven and one-half (37.5) hours per week Monday through Friday, exclusive of a thirty (30) minute unpaid lunch period daily, as scheduled by the School District.

Except where expressly provided for in this Compensation Plan, such as for holiday or vacation time, no Confidential employee will be paid for any hours not actually worked by the Confidential employee.

Compensatory time is only to be granted after written administrative pre-approval is received.

IV. INSURANCE BENEFITS (Full time Confidential employees only)

Medical and Prescription Insurance

- (a) Each full-time Confidential employee will be offered the following coverage: Independence Blue Cross Personal Choice C3-F2-O2 and a Prescription Plan with \$8.00, \$35.00, and \$50.00 deductibles for medication.
- (b) Contributions to the above plan will be as follows:
 - (i) If the Confidential employee chooses single or dependent coverage, the Confidential employee's yearly contribution for the Personal Choice C3-F2-O2 Plan is 13% for the term of this plan.
 - (ii) To participate in the Prescription Drug Plan, the Confidential employee must

contribute as follows:

School Years	Single Coverage	Other Coverage
2025-2028	10% of Ascribed Premium	10% of Ascribed Premium

- (c) Participation in the Independence Blue Cross Personal Choice 20/30/70 Plan or C2-F1- 01 Plan will be made available to Confidential employees who wish to contribute the difference between the cost of the Personal Choice C3-F2-O2 Plan and the 20/30/70 Plan or C2- F1-01 Plan, to the extent the cost of the relevant Plan is greater than the cost of the Personal Choice C3-F2-O2 Plan. In addition to these payments, Confidential employees who enroll in such plans will make contributions equal to what they would have made had they enrolled in the Personal Choice C3-F2-O2 Plan.
- (d) All premium payments of Confidential Employees shall be through mandatory payroll deductions.
- (e) Comparable Coverage
 - (i) The District reserves the right to substitute another carrier providing comparable coverages.
 - (ii) In the event that the District provides coverage by means other than the health insurance carriers used by the district on July 1, 2025, representatives of the Confidential Employees shall have the right not more frequently than once per year to request that a review panel consisting of one (1) person designated by the Executive Administrative Assistants and one (1) person designated by the Superintendent be convened to examine the quality of the coverage provided. In the event that both members of the panel recommend a return to the health insurance carriers used by the district on July 1, 2025, the change will be made.

Dental Plan

- (a) Each full-time Confidential employee will be offered the following coverage: 1500 dental plan provided by United Concordia. A rider will include oral surgery (100% UCR), prosthetics and crown inlay and inlay restoration (50% UCR), periodontal services (50% UCR) and orthodontics (50% UCR up to a lifetime maximum of \$800.00).
- (b) If the Confidential employee chooses single or dependent coverage, the Confidential employee's yearly contribution for the 1500 dental plan is 13% for the term of this plan.
- (c) Confidential employees with single medical coverage who decline Dental Coverage (only) will be paid \$100 a year. Confidential employees with dependent medical coverage who decline Dental Coverage (only) will be paid \$250 a year. This buyout is not available to those Confidential employees who have disenrolled from all medical coverage.
- (d) The District reserves the right to select any carrier provided the coverage is comparable. The District also reserves the right to alter the buyout provisions for the dental plan.

V. DISENROLLMENT

- (a) Full-time Confidential employees who are eligible to enroll in the District medical, prescription, and dental insurance plan and who are willing to discontinue that plan shall receive a disenrollment payment of \$2,000 per year. Payments received under this waiver

shall be made in two (2) equal installments paid in the pay periods closest to December 30³ and June 15.

- (b) Re-enrollment in District health benefits for a given fiscal year after July 1 shall only be possible when a “qualifying event” (as dictated by the insurer) has occurred and shall require the Administrator to refund the District a pro-rata share of the dollars tendered to the Administrator.
- (c) The District reserves the right to increase the amount of the disenrollment bonus at open enrollment each year.

VI. OTHER INSURANCES INCLUDING VOLUNTARY

a. Group Life Insurance

Each full-time Confidential employee will be granted term life insurance coverage. The coverage is based on the salary multiplied by a factor of two, rounded to the nearest \$1,000, to a maximum of \$50,000.00.

b. Long Term Disability

The District will pay the premiums for full-time eligible employees for long-term disability insurance through a carrier of the District's choice. The long-term disability coverage shall have a 90 day-elimination period that requires the utilization of all accrued but unused sick days, as well as a setoff for all other income benefits prior to utilizing the benefit, with a maximum of 60% of the Confidential employee's regular annual compensation up to a maximum of \$4,000.00 per month. This program is in lieu of the short-term disability program.

c. Vision Insurance

Full-time Confidential employees can purchase optional vision coverage, through payroll deduction, at the sole cost of Confidential employee.

d. Short Term Disability

Full-time Confidential employees can purchase optional short-term disability, through payroll deduction, at sole cost of Confidential employee.

VII. RETIREMENT (Full-time Confidential employees only)

All individuals in the group must participate in the Public School Employees' Retirement System and are subject to all provisions.

VIII. SICK LEAVE (Full-time Confidential employees only)

12-month Confidential Employees shall be given twelve (12) sick days per year, cumulative from year to year that may be used for personal illness or illness in the immediate family. The immediate family shall be interpreted to mean: spouse, child or stepchild, parent or stepparent, parent-in-law, or anyone living in the same household.

IX. BEREAVEMENT LEAVE (Full-time Confidential employees only)

Up to five (5) days at any one time may be permitted in the event of the death of a member of the Confidential employee's immediate family. “Immediate family” shall mean a spouse, child, step-child, grandchild, parent, step-parent, sister, brother, daughter-in-law, son-in-law, mother-in-law, father-in-law,

sister-in-law, or brother-in-law, or near relative who resides in the same household, or any person with whom the Confidential employee has made his/her home. 4

Up to three (3) days may also be permitted for a Confidential employee in the event of the death of a near-relative. A "near-relative" shall mean a grandparent, grandparent-in-law, aunt, aunt-in-law, uncle, uncle-in-law, niece, niece-in-law, nephew, nephew-in-law, first cousin, first cousin-in-law for a three (3) day absence. A Confidential employee shall be eligible for up to two (2) additional days for a "near relative" if they have been legally named as the executor or executrix of the estate.

X. PERSONAL DAYS (Full-time Confidential employees only)

Each Confidential employee shall be credited with three (3) personal days annually. Unused personal days will be credited toward accumulated sick leave. Any personal days rolled into sick leave shall be paid out at the time of retirement in accordance with Item XII Unused Sick Leave. A total of four (4) current and accumulated combined personal days can be used in each plan year without reason.

Absence for reasons not otherwise provided for in this plan shall be subject to review by the Superintendent. At the Superintendent's discretion, such absence may be excused without prejudice; and deduction from pay will be made as warranted. It shall be the responsibility of the Confidential employee to explain such absence in advance in writing when possible.

Leave without loss of pay for the purpose of professional development may be granted by the Superintendent.

XI. VACATION (Full-time Confidential employees only)

A newly hired Confidential employee (hired before April 1) will be entitled to pro rata vacation based on the number of completed months of service as of June 30.

Confidential employees working for the District for five (5) years or less, shall be entitled to eleven (11) workdays of vacation.

Confidential employees working for the District for six (6) through nine (9) years shall be entitled to sixteen (16) workdays of vacation.

Confidential employee with ten (10) or more years of service shall be entitled to twenty-one (21) workdays of vacation.

XII. TUITION REIMBURSEMENT (Full-time Confidential employees only)

Confidential employees will be reimbursed fifty (50%) percent of all job-related credit or non-credit courses subject to the written pre-approval by the Superintendent of Schools or their designee.

XIII. UNUSED SICK LEAVE (Full-time Confidential employees only)

Confidential employees retiring after ten (10.0) years of consecutive service in the district will be paid for unused sick leave as follows:

Date Earned	Payable Rate
Before July 1, 2021	\$40.00 per day
On or after July 1, 2021	\$75.00 per day

XIV. HOLIDAYS (Full-time Confidential employees only)

Paid holidays for Confidential employees include:

Independence Day	Christmas Day	Good Friday
Labor Day	New Year's Eve	Memorial Day
Thanksgiving Day	New Year's Day	Juneteenth
Day after Thanksgiving	Dr. Martin Luther King, Jr. Day	*Floating Day
Christmas Eve	Presidents' Day	

*One (1) floating holiday shall be determined each year based on the District's calendar. This is not a day that the Confidential employee can select on their own.

XV. CHANGES IN PROVISIONS

With respect to the provisions of the compensation plan, the Employer reserves the right to amend the terms and provisions of this Plan so long as it will inform the Confidential Employees of any such modifications in a timely fashion.

XVI. PAYOUT OF BANKED AND ACCUMULATED VACATION DAYS

- a. The Vacation Bank and Retirement/Resignation Payout Account will be liquidated over the duration of this compensation plan and no new days may be added to the banks/accounts. Vacation days currently banked as of June 30, 2025 (or in the Retirement/Resignation Account) will be paid at the rate they were acquired with the provisions of the type of banking (50% or 100%). Any balances of \$10,000 or less, will be paid out in a single payment on or before September 30, 2025. Any remaining balance will be paid in installments less than \$7,000 during each year of this plan until the balance is paid in full, on or before June 30th each year. Effective beginning in the 2025-2026 school year, Confidential Employees will be permitted to have up to five (5) days remaining after June 30th, which will be paid out at 100% of their daily rate in the year earned, provided they have used at least five (5) vacation days that year. Up to an additional five (5) days may be carried over to the next year and must be used during that year.

Confidential employees who terminate their employment after having worked for the District for a minimum of 5 years:

- (a) Confidential employees who intend to resign or retire at the end of a school year should inform the Human Resources Office of their intention by April 30.
- (b) Confidential Employees who terminate their employment prior to working for the district for 5 years forfeit the monies remaining in the now defunct retirement/resignation payout account.

XVII. PAYOUT OF UNUSED SICK LEAVE OR VACATION TO SURVIVORS

If a Confidential employee dies during service to the District, any compensation due the Confidential employee as outlined in X and XVI shall be paid to the Confidential employee's survivors in accordance with any State and Federal Laws.

XVIII. RETIREMENT SAVINGS PLAN

For each year during the term of this Plan, the District will match, dollar for dollar, up to 3% of the Confidential employee's salary, the Confidential employee's deferral contributions, if any, into their 403(b) and/or 457(b) account. The District will deposit said matching amount into the 403(b) and/or 457(b) account on or about June 30th, provided the Confidential employee remains employed on June 30th of that year. Such contributions shall be limited annually to the maximum amounts permitted pursuant to the Internal Revenue Code.

ATTACHMENT A

Confidential employees will be placed according to their experience and/or job responsibilities, receiving a minimum of 2% in the first year of the compensation plan if they are already at or above the maximum salary at the start of the 2026 fiscal year (July 1, 2025).

Position	Min.	Year 1	Year 2	Year 3	Year 4	Year 5
Confidentials - Superintendent	\$30.65	\$31.57	\$32.52	\$33.49	\$34.50	\$35.53
Confidentials – Business Office	\$33.21	\$34.20	\$35.23	\$36.28	\$37.37	\$38.49
Confidentials – Human Resources	\$35.76	\$36.83	\$37.94	\$39.08	\$40.25	\$41.46

Position	Year 6	Year 7	Year 8	Year 9	Max.	Beyond Max
Confidentials - Superintendent	\$36.60	\$37.70	\$38.83	\$39.99	\$43.42	2.00%
Confidentials – Business Office	\$39.65	\$40.84	\$42.06	\$43.33	\$48.53	2.00%
Confidentials – Human Resources	\$42.70	\$43.98	\$45.30	\$46.66	\$51.09	2.00%