

TECHNOLOGY DEPARTMENT

EMPLOYMENT POLICY

July 1, 2023 through June 30, 2027

BOARD APPROVED

November 15, 2023

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I. TECHNOLOGY DEPARTMENT STAFF

The Technology Department is responsible for repair, installation and configuration of hardware and software. It also is accountable for cabling and supporting additional computer related equipment.

The Technology Department is organized in a hierarchical manner supervised by the Director of Technology. First level employees are Technology Support Specialists. Second level employees are Systems Coordinators. Second level employees may be required to do first level work as necessary. All department members report to, and are assigned by the Director. Service calls are assigned to the lowest level possible, but can be reassigned to higher levels according to complexity as necessary. All issues not handled at the lower levels are resolved by the Director. The Director of Technology is a member of the Act 93 Administrative Agreement, is not a part of this policy, and reports to the Assistant to the Superintendent for Curriculum and Instruction.

II. WORK DAY

The Director of Technology shall schedule part-time employees to work four hours daily, with no lunch period and full-time employees to work eight hours daily, including a lunch period of one half hour. Employee schedules may vary from the scheduled administrative office hours, or scheduled hours of other employees. This allows Technology Department employees to complete service calls either in conjunction with other employees, or apart from other employees, as is appropriate for the service call.

III. WORK WEEK

The work week, Sunday through Saturday, will be 20 hours for part-time employees and 40 hours for full-time employees as administratively scheduled. Additional hours worked over 40 must be administratively scheduled as necessary prior to being worked, and will be treated as overtime and paid accordingly. No compensatory time will be granted.

IV. WORK YEAR

Employees subject to this policy are 12-month employees. The work year for 12-month employees is defined as the number of workdays in the fiscal year minus vacation days and holidays.

V. HOLIDAYS AND VACATION DAYS

Employees subject to this policy will receive 17 holidays off per fiscal year. In the event it becomes necessary to schedule school on any of these holidays due to emergency situations or snow make-up days, then the employee will receive a floating personal day off in place of the lost holiday.

- July Fourth
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- First Day of Deer Season
- Day Before Christmas
- Christmas Day
- Day After Christmas
- Three Variable Days*
- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday

- Memorial Day

* These will be designated by the Superintendent of Schools when drafting the school calendar for the following school year.

Employees will become eligible for vacation based on the following:

- | | |
|---|--------------------|
| ● Less than 1 year of service by June 30th | 1 day per 10 weeks |
| ● 1 year of service completed by June 30th | 1 week |
| ● 2 to 4 years of service completed by June 30th | 2 weeks |
| ● 5 to 14 years of service completed by June 30th | 3 weeks |
| ● 15 years of service completed by June 30th | 4 weeks |

Vacation year is defined as from July 1st through June 30th. Unused vacation days will be added to sick days the following year. Vacation will be earned and taken during the same year. At the beginning of the fiscal year in which an employee reaches their first, second, fifth, and fifteenth full year, they will become eligible for their additional week of vacation. Vacation time is considered earned and will be prorated based on time worked. Employees may take their vacation anytime during the fiscal year with prior approval from their immediate supervisor. Requests to use Vacation Days must be submitted to the Director of Technology 24 hours in advance. Vacation requests of five (5) days or more must be requested seven (7) days in advance in writing. No more than one employee covered by this policy may be off at a time, unless written approval is granted by the Director of Technology and/or the Assistant to the Superintendent for Curriculum and Instruction.

VI. LEAVES OF ABSENCE

A. SICK LEAVE

Each employee shall be credited 12 sick leave days each fiscal year. Four (4) or more days continuous absence for illness will require a doctor's certificate. All accumulated sick leave may be used in one year. Employees shall receive a statement each year showing the number of sick days accumulated. Unused sick days will roll-over to the next fiscal year. Sick leave will be prorated for the first and last years of employment and for unpaid absences that are in excess of 20 work days.

B. PERSONAL LEAVE

Each employee shall be entitled to five (5) days of personal leave each fiscal year. Any unused personal leave days shall be converted to sick leave at the beginning of the next fiscal year. Personal days may be used in half-day segments. Employees will be permitted to use personal leave at any time during the school term. Personal days will be prorated for the first and last years of employment and for unpaid absences that are in excess of 20 work days.

C. BEREAVEMENT LEAVE

A five (5) workdays paid leave of absence for a death in the immediate family of an employee, and a one (1) workday leave of absence for a death of a near relative of employee or spouse shall be granted to each employee. The five or one working days must be taken within eight (8) calendar days of the death of the family member.

1. Members of the immediate family shall be defined as parents, step-parents, brother/sister, step-brother/sister, son/daughter, step-son/daughter, spouse, parent-in-law, or any near relative who legally resides in the same household with the employee or any person with whom the employee has made his/her home.

2. Near relatives shall be defined as first cousin, grandparent, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

D. DISABILITY LEAVE

The Connellsville Area School District shall provide all employees with leaves of absence under the following provisions. Procedures related to the application for disability inclusive of childbearing leave in Connellsville Area School District are:

1. The employee in need of a disability leave shall immediately notify the Superintendent of Schools in writing.
2. Childbearing leave shall be granted under the terms and conditions that apply to a leave of absence for disability. Employees who are granted a childbearing leave of absence shall be eligible to receive the same benefits as employees who are otherwise disabled. It is understood that the beginning date of the leave is a matter to be determined by the employee's physician.
3. An employee will return to work when a physician certifies that he/she is physically and emotionally capable of returning to active employment without any negative effect on the employee's physical or emotional well being.
4. It is understood that the employee shall, upon certification by the physician that he/she is no longer disabled, and therefore, no longer eligible to collect any type of benefits related thereto, return to work within twenty-one (21) calendar days after said certification or make application to the Superintendent of Schools for a child care leave.
5. Upon returning to work from a disability leave, the employee shall be assigned to the same position held at the time the leave commenced, or if that position is no longer available, a position which is comparable for which he/she is qualified.
6. The employee shall be permitted to use any and all sick leave days during a disability.
7. Life insurance premiums, for the same coverage as provided other full-time employees, shall be paid by the Connellsville Area School District, consistent with the Insurance Carrier's policies, for an employee on disability leave so as to provide coverage for a period of four months immediately following the date of the granting of a disability leave.
8. Premiums for sickness and accident coverage, now commonly known as Highmark PPO Plan G, or substantially equivalent coverage, as provided other full-time employees, shall be paid by the Connellsville Area School District, less the amount of the premium share, consistent with the Insurance Carrier's policies, for a employee on disability leave, who is not otherwise covered by the spouse's policy, so as to provide coverage for a period of four months immediately following the date of the granting of a disability leave. After the four months, employees on unpaid disability leave will have the coverage made available providing the employee pays the premium.
9. The Connellsville Area School District will abide by the rules and regulations and the decisions of:
 - a. The Human Relations Commission
 - b. The Equal Employment Opportunity Commission
 - c. The Department of Justice
 - d. The Courts (of competent jurisdiction)

Should any of the above agencies add to or delete from this policy, the District will abide by the decisions and rules and regulations of the agencies named above.

E. CHILD CARE LEAVE

1. Employees shall be provided with an unpaid child care leave of up to one (1) year. Employees intending to take a child care leave must notify the Superintendent of Schools in writing at least thirty (30) calendar days prior to the intended starting date of said leave.
2. The employee may pay for any applicable fringe benefits while on child care leave by remitting payment to the Human Resources Department.
3. Employees shall be granted a child care leave of absence for adoption upon official documentation from the adoption agency.

F. EXTENDED LEAVE FOR ILLNESS OR DISABILITY

In order to qualify for leave under this provision the employee must have been employed by the School District for one (1) or more years. Leave for employees with less than one (1) requires Board approval. Upon doctor's certification, an employee who is unable to perform his/her duties because of personal illness or disability, shall be granted a sick leave of absence, without pay, for the duration of such illness or disability up to one (1) year. Upon doctor's certification, the leave may be renewed for an additional one (1) year upon receipt of a written request from the employee and the approval of the Connellsville Area School Board. Any person granted such leave shall notify the Connellsville Area School Board of his/her return not less than twenty-one (21) calendar days prior to his/her return. Employees granted this type of leave will be given the same fringe benefits as those employees who are granted a disability leave.

G. UNPAID LEAVES OF ABSENCE

Employees who have been in the Connellsville Area School District at least two (2) years may be granted leaves of absence for reasonable purposes without pay, upon request of the employee submitted to the Connellsville Area School Board. Employees on personal leaves of absence for thirty days or more must pay for their fringe benefits during the absence, or said benefits will be terminated. Personal leave cannot be taken for the purpose of accepting other employment.

VII. JURY DUTY

Employees shall be paid their salary on days they are required to serve on jury duty. Upon receipt of payment for service as a juror, employees shall provide proof of the amount received as a juror (less mileage), and submit the amount received to the district.

Any employee who volunteers for or actively seeks participation in jury duty will be limited to the above salary difference for a period of two (2) weeks in any contract year.

VIII. LIFE INSURANCE

The Connellsville Area School District shall provide, at no expense to the employee, \$50,000 double indemnity life insurance coverage with a provider of the district's choice.

IX. BASIC HEALTH INSURANCE

The District will provide the Standard Value Plan (Currently Highmark Community Blue Flex PPO and Community Blue Flex EPO) Medical Insurance benefits as approved by the Allegheny County Schools Health Insurance Consortium (ACSHIC). Any changes which the Trustees of the Consortium make to the benefit design or provider of this plan shall become part of the coverage under this section.

Employees will pay a monthly premium share as follows:

Year	23-24	24-25	25-26	26-27
EPO Rate	7%	7%	7%	7%
PPO Rate	7%	12%	12%	12%

When two employees of the district are married to each other, coverage shall be provided through the most senior employee with the Connellsville Area School District only, unless it is to the benefit of the employer to do otherwise.

*Part-time employees may purchase the above medical coverage at their own expense through district payroll deduction.

X. EYE CARE INSURANCE FOR EMPLOYEE AND FAMILY

The District will provide the Davis Vision "Fashion Vision" Plan as approved by the Allegheny County Schools Health Insurance Consortium (ACSHIC). Any changes which the Trustees of the Consortium make to the benefit design or provider of this plan shall become part of the coverage under this section. When two (2) employees of the District are married to each other, coverage shall be provided through the most senior employee with the Connellsville Area School District only, unless it is to the benefit of the Employer to do otherwise.

Employees will pay a monthly premium share equal to 7% of the premiums for their eye care coverage.

*Part-time employees shall be eligible to receive Eye Care Insurance as individuals at 7% of the premium cost of the insurances. If the part-time employee wishes to purchase the family plan for vision, he or she may do so at his or her own expense through payroll deduction.

XI. DENTAL INSURANCE FOR EMPLOYEE AND FAMILY

The District will provide dental insurance coverage in the Concordia Flex Plan with Basic Services A Oral Surgery, single crowns, inlay and onlay restoration, B. Prosthetics, C. Periodontics, and D. Orthodontics as approved by the Allegheny County Schools Health Insurance Consortium (ACSHIC). Any changes which the Trustees of the Consortium make to the benefit design or provider of this plan shall become part of the coverage under this section.

Employees will pay a monthly premium share equal to 7% of the premiums for their dental coverage.

*Part-time employees shall be eligible to receive Dental Insurance as individuals at 7% of the premium cost of the insurances. If the part-time employee wishes to purchase the family plan for dental, he or she may do so at his or her own expense through payroll deduction.

XII. HOSPITALIZATION WITHDRAWAL

- A. Any employee may elect to withdraw from the hospitalization insurance program provided for by this Agreement; and in lieu thereof, receive a benefit of five hundred dollars (\$500) per month that the employee does not participate in the aforesaid insurance program. This money will be placed in a Health Reimbursement Account (HRA) of the District choice.
- B. If both spouses are employees of the School District, they are not eligible for benefit buyout.
- C. The opt-out of health insurance coverage shall commence July 1 of each school year. Employees must submit their written declination of the Health Insurance Coverage by May 1 prior to the designated school year on a form provided by the District Business Office.

- D. Re-enrollment will be permitted at the commencement of a school year (July 1) by submitting a re-enrollment request by May 1 of the prior year to the designated school year.
- E. If the employee is covered on a spouse's health insurance plan and that coverage is terminated due to divorce, the spouse's death, or the spouse's loss of employment, the employee may sooner re-enroll in the health insurance coverage with thirty (30) days written notice and the amount of reimbursement shall be prorated accordingly. This re-enrollment will only be allowed if permitted by the employer's insurance carrier. Restart of coverage shall commence at the start of a calendar month.
- F. Employees applying for this rebate and choosing to decline health insurance coverage shall sign a release that confirms that they have an alternative source of minimum essential coverage that is not from the Affordable Care Act marketplace and which absolves the Connellsville Area School District and Connellsville Area Custodial/Maintenance Education Support Professionals Association of any liability that could result because of the employee choosing to not accept the group health insurance coverage. This release must be signed annually.

XIII. RETIREMENT PROGRAM

A. Eligibility Requirements

1. The employee must be retiring under one of the following forms of retirement as recognized by the PSERS to qualify for the Retirement Program: 1) Age 62 and any number of years of service, 2) Age 60 with 30 years of service, 3) Any age with 35 years of service, 4) Age 55 with 25 years of service. If applying for Withdrawal Retirement or Disability Retirement, the employee must have at least 25 years of service at the date of retirement.
2. The employee must have worked a minimum of ten (10) years in the Connellsville Area School District.

B. Incentive

1. The district agrees to pay for individual coverage, less the amount of the monthly health benefit contribution provided to them under PSERS, under the district's Highmark PPO healthcare insurance program, or substantially equivalent coverage, for either (i) six (6) years or (ii) if within the six (6) years, the employee will reach Medicare age, a payment of \$160 per month for each month beyond Medicare age will be front-loaded into a Health Reimbursement Account (HRA) of the District's choice.

Retirees shall have the same plan and changes therein as active employees, and additionally pay the amount of the premium share that is being paid by active employees. Failure of the retiree to forward the amount of the monthly health benefit contribution provided to them under PSERS and the premium share shall result in the termination of this benefit.

This program is limited to health insurance only and does not include benefits available under the dental, vision, or other programs.

2. Employees will be paid \$75.00 for each unused sick day they have accumulated up to two hundred (200) days. Upon retirement all unused personal days will be converted to sick days.

Employees will be paid in one lump sum for unused sick days and monetary incentive by January 15 following retirement. Payment will be made directly to a member's 403(b) account established with Kades-Margolis, the provider for this agreement. Payments cannot exceed the maximum 403(b) limit set by the Internal Revenue Service for the year that the payout will be

received. All deposits will be a non-elective, employer contribution to a 403(b) with no cash option.

3. Should the employee die before the payment is made, the entire amount due shall be paid to the employee's designated beneficiary or estate in one lump sum.

XIV. FAYETTE COUNTY SCHOOL EMPLOYEES' CREDIT UNION

This program is available to all employees of the Connellsville Area School District by means of a payroll deduction.

XV. CONTINUING EDUCATION

Recognizing constant changes in technology the District will assist employees with the cost of continuing education as follows:

- A. All continuing education courses and certifications must be submitted to, reviewed, and approved by the Board of School Directors. The Director of Technology shall forward the request for continuing education courses and certifications, and his recommendation to approve or disapprove the request, to the Board of School Directors for final disposition.
- B. Employees shall be reimbursed \$100 for 3 credits (45 hours) or the actual cost of a continuing education course, certification, or training, whichever is less.
- C. If the training is through self-study/department-study, no more than four hours of study per work week may be done during the scheduled work week.
- D. Employees shall be reimbursed 100% of the cost of any competency testing resulting in professional certifications if the test is passed on the first attempt, 50% of the cost on the second attempt, 25% of the cost on the third attempt and 0% thereafter.
- E. The District reserves the right to purchase training materials, provide training opportunities, administer certification tests in accordance with its own terms and conditions if such action is deemed appropriate and/or more cost effective. No credit reimbursement will be granted when the District utilizes this manner of training (Paragraph 6), nor shall the total training cost exceed that cost which would be authorized under Paragraph 2, hourly reimbursement.

XVI. FUTURE POLICY CHANGES

This policy may be amended at any time at the sole discretion of the Board of School Directors.

XVII. TECHNOLOGY DEPARTMENT EMPLOYEE SALARIES

	2023-2024	2024-2025	2025-2026	2026-2027
Technology Support Specialist	\$43,000	\$44,290	\$45,618	\$46,987
Systems Coordinator	\$55,000	\$56,650	\$58,349	\$60,099

A. Completion of training in specialized areas will be credited for additional salary increases through one of the following:

- Enrollment in two 3-credit (45 hour) courses and obtainment of a passing grade
- Obtainment of a professional certification from the pre-approved list in Appendix A

Salary increases will be granted as \$1,000 above and beyond any annual increase. No more than one increase for training/certification may be granted per fiscal year. The increase for training/certification will be granted immediately upon presentation of appropriate documentation, and will be prorated for the remainder of the fiscal year.

Credits, certifications, and credit-hours do not carry over from one year to the next, even if more than the requirement is completed.

B. The acquisition of five professional certifications or completion of 30-credits, in addition to a recommendation from the Director of Technology, will entitle the employee to a second-level Systems Coordinator classification and the accompanying salary, prorated on the day of acceptance by the Board of School Directors.

C. Annually, the Director of Technology shall appoint a department employee to coordinate the audio/visual systems of the District. Said employee will be responsible for the setup and operation of all projection, lighting, and sound equipment. This employee shall receive a \$2,000 annual stipend. Any department employee interested in filling this position should submit a letter of interest on or before May 30 each year.

APPENDIX A

APPROVED CERTIFICATIONS

- CompTIA A+
- CompTIA Network+
- CompTIA Security+
- Google Cloud Associate
- Google Cloud Professional
- Google Cloud User
- IC3 Global Standard 5
- (ISC)2 CISSP
- (ISC)2 SSCP
- Juniper JNCDA
- Juniper JNCIA
- Microsoft 365 Fundamentals
- Microsoft 365 Modern Desktop Administrator
- Microsoft 365 Security Administrator
- Microsoft 365 Enterprise Administrator
- Sophos Certified Architect
- Sophos Certified Engineer
- Sophos Certified Technician
- Ubiquiti UNS
- Ubiquiti UEWA