

FRINGE BENEFITS AND COMPENSATION MEMORANDUM

CONNELLSVILLE AREA SCHOOL DISTRICT

FOR

CONNELLSVILLE AREA "ME TOO" ADMINISTRATORS

July 1, 2023 to June 30, 2029

Board Approved October 25, 2023

This Memorandum memorializes the current benefits provided to “Me Too” administrators of the Connellsville Area School District and shall not constitute an agreement or contract or an amendment or addendum to any existing contract. The terms and conditions of any contract between the Connellsville Area School District and any “Me Too” administrator shall take precedence over this Memorandum, and no “Me Too” administrator shall receive a salary or benefit that is less than that provided in his or her individual contract. Any benefit provided pursuant to this Memorandum that exceeds the salary and benefits included in the individual contract of any “Me Too” administrator shall be supplemental to such contractual salary and benefits. With respect to any “Me Too” administrator, the Connellsville Area School District reserves the right to modify, amend, change, adjust, increase, or decrease any benefit described in this Memorandum, except as may violate the terms and conditions of any contract between the Connellsville Area School District and any “Me Too” administration.

I. FRINGE BENEFITS

All ‘Me Too’ administrators shall receive the following fringe benefits as listed in the current and/or successor agreement between the Connellsville Area School District and the Connellsville Area Education Association.

- Methods of pay
- Eye Care Coverage
- Dental Coverage
- Income Protection
- Tax Sheltered Annuity
- Employees' Credit Union
- Leaves of Absence
- Legal Assistance and Protection

The Benefits that are modified or additional to those listed in the Connellsville Area Education agreement shall be as follows:

Life Insurance

The Connellsville Area School District will provide each administrator double indemnity life insurance in the amount of \$150,000. Upon retirement, administrators shall have the option of purchasing the same life insurance by submitting premiums on a timely basis to the age of seventy, at their own expense.

Healthcare Coverage

- A. The Healthcare Coverage shall be Standard Value Plan (currently Highmark Community Flex PPO) Medical Insurance benefit as approved by the ACSHIC. The premium contribution rates will be as follows:

Year	23-24	24-25	25-26	26-27	27-28	28-29
EPO Rate	6%	6%	6%	6.5%	6.5%	6.5%
PPO Rate	6%	12%	12%	12%	12%	12%

- B. All employee premium payments will be deducted over 24 pays.

- C. Administrators hired before July 1, 2017 will be grandfathered into the 25th year of service clause with their premiums for EPO coverage being fully paid by CASD. At the beginning of the 25th year of service to the CASD, premiums for EPO coverage will be fully paid by CASD for

eligible grandfathered employees.

B. Hospitalization Withdrawal

- a. Any Administrator may elect to withdraw from the hospitalization insurance program provided for by this Agreement; and in lieu thereof, receive a benefit of \$500 per month for each month that the administrator does not participate in the aforesaid insurance program. This money will be placed in a Health Reimbursement Account (HRA) of the District's choice.
- b. If both spouses are employees of the School District, they are not eligible for benefit buy-out.
- 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 of 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 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 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.

- C. Health Flexible Spending Account: The employer agrees to implement an expanded IRS Section 125 program to shield other eligible expenses such as out-of-pocket medical expenses and dependent-care costs. The account shall have the five hundred (\$500) rollover option. Each member shall be allowed to contribute monies up to the maximum dollar amount allowed by IRS Regulations. In the event such a request is made, the parties shall meet, at mutually convenient times, to discuss if this expansion is feasible and meets the needs of both parties. In order for a plan to be adopted and implemented, the Association and District shall mutually agree upon any details of the implementation of such expansion. Should the plan require monthly fees, the cost will be shared between the District and the Administrators.

II. CONDITIONS OF EMPLOYMENT

A. Work Year

All 12-month administrators' work year is defined as the number of workdays in the fiscal year minus 20 vacation days and 17 holidays. Since the fiscal work year varied from 259 to 262 days due to calendar variations, the actual work year will vary from 222 to 245 workdays. 10-month administrators shall work 200 days per fiscal year, and not work on holidays.

B. Vacation

All 12-month administrators shall receive a maximum of 20 paid vacation days per fiscal year, prorated from the effective date of employment or separation. Administrators have the option to be compensated for 10 vacation days after June 30th. A maximum of 3 unused vacation days will be added to the employee's sick days the following year.

C. Holidays

The Board shall grant seventeen {17} holidays annually. 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 day off in place of the lost holiday. Floating days are eligible to be converted to sick-days should they go unused.

1. July Fourth
2. Labor Day
3. Veteran's Day
4. Thanksgiving Day
5. Day after Thanksgiving
6. Monday after Thanksgiving
7. Day Before Christmas
8. Christmas Day
9. Day After Christmas
10. Three Variable Holidays*
11. New Year's Day
12. Martin Luther King, Jr. Day
13. President's Day
14. Good Friday
15. Memorial Day

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

D. Personal Days

All administrators will be granted 5 personal days per fiscal year, prorated from the effective date of employment or separation. Unused personal days will be added to the employee's sick days the following year.

E. Sick Days

All administrators shall be granted 12 sick days per fiscal year, prorated from the effective date of employment or separation. Administrators hired from another public school employer shall be permitted to transfer a maximum of 25 sick days from their previous employer, including any current administrators hired prior to this agreement.

F. Professional Dues and Memberships

All administrators will receive reimbursement of 100% of the actual costs of professional dues and memberships to the associations that are appropriate to their position with pre-approval of the Superintendent.

G. Administrative Travel (Job Related Mileage)

Daily and periodic travel considered to be a necessary means of performing administrative

duties is non-reimbursable. Travel expenses will be reimbursed for attending meetings and functions required as a representative of the Connellsville Area School District that are held outside the district boundaries.

H. Administrative Travel (Conferences and Conventions)

Travel expenses for conferences or conventions shall be pre-approved by the Board of School Directors as per the district's Travel Policy of November 9, 1994, or its successor(s).

III. SALARY

A. Salary

All administrators covered under this agreement shall receive the following salaries:

Position	2023-2024 4.05%	2024-2025 3.2%	2025-2026 3.21%	2026-2027 3.28%	2027-2028 3.28%	2028-2029 3.28%
Business Manager	\$98,848	\$102,011	\$105,286	\$108,739	\$112,306	\$115,990
Assistant Business Manager	\$68,000	\$70,176	\$72,429,	\$74,805	\$77,259	\$79,793
Human Resources Director	\$80,000	\$82,560	\$85,210	\$88,005	\$90,892	\$93,873
Workforce Development Coordinator	\$52,025	\$53,690	\$55,413	\$57,231	\$59,108	\$61,047

Administrators with current salaries at or above the proposed base salary will retain their existing salary and receive a 4.05% annual wage increase for the 2023-2024 school year, and annual increases as reflected on the above chart for each subsequent school year, with the exception of Board approved administrative hires or appointments to these or similar positions effective on or after July 1, 2023 and prior to approval of proposed Act 93 agreement. These exceptions will receive the annual salary increases beginning July 1, 2024. This will not affect step percentage increases, if applicable.

Administrators currently making less than the proposed base salary will move to the new base in year-one (in lieu of the 4.05%) and will receive the annual salary increases beginning July 1, 2024.

At the discretion of the Board of School Directors newly hired or appointed administrators may be paid 87%, 90%, 94%, 97%, or 100% of the position salary. The salary for each subsequent year after hiring will be that of the next percentage step multiplied by the prevailing base salary. For purposes of clarification, schedules showing such salaries are attached hereto as Exhibit A.

The Board of School Directors reserves the right to deviate from the above salary schedules, whether by increasing or decreasing the salary of a newly-hired or appointed "Me Too" administrator, to address any particular qualifications, experience, or education of such administrator.

B. Tuition Reimbursement

Employees who complete Master's or graduate level credits approved by the superintendent will qualify for educational incentive awards. These credits must be in education or in a related field of job performance and must be taken at accredited colleges or universities approved in advance by the superintendent.

1. Credits must result in a course grade of "B" or better to qualify. If a letter grade is not used, "Pass" or "Satisfactory" grades are to be recognized.
2. All credits must be verified through official transcripts provided to the Central Administration.
3. The District shall reimburse the employee annually at a rate not to exceed 100% of part-time, per credit tuition at the University of Pittsburgh for the applicable academic year no matter the school of choice.
4. Employees may be reimbursed for no more than (18) credits or (6) courses taken during one fiscal year (July 1 through June 30)
5. Employees must continue their employment for a period of five years after completion of the credits or must repay the district for the reimbursed tuition on a pro-rata basis as follows:

Less than two years	100%
More than two years but less than three	75%
More than three years but less than four	50%
More than four years but less than five	25%
More than five years	0%

C. Total Annual Salary

Current administrator's total annual salary shall be defined as that salary negotiated by the school district, including longevity and credits.

New administrator's total annual salary shall be defined by the salary schedule and the prevailing step as determined by the board.

UNUSED SICK DAY REDUCTION PLAN

- A. Administrators with 1 to 5 years of service with the district in any position have the option to sell unused sick days back to the district up to a maximum of 15 days per school year.
- B. Administrators with at least 5 years but less than 10 years of service with the district in any position have the option to sell unused sick days back to the district up to a maximum of 25 days per school year.
- C. Administrators with at least 10 years but less than 20 years of service with the district in any position have the option to sell unused sick days back to the district up to a maximum of 40 days per school year.
- D. Administrators with at least 20 years but less than 27 years of service with the district in any position have the option to sell unused sick days back to the district up to a maximum of 65 per school year.
- E. Administrators with at least 27 years of service with the district in any position have the option to sell unused sick days back to the district up to a maximum of 115 days per school year.
- F. The rate of reimbursement for unused days for the duration of this agreement shall be as follows: ½ daily rate for unused sick days.
- G. Administrators may choose to have the payment for unused sick days made either by

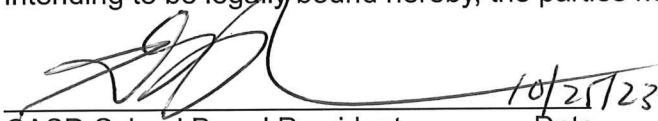
equal installments as dictated by the number of pay periods in the school year, one lump sum on or before November 15th, or two lump sums on or before November 1st and March 1st

- H. Should an employee die while employed with the District, their designated beneficiary or estate shall be reimbursed at $\frac{1}{2}$ the daily rate for each unused sick day. Unused personal days shall convert to sick days.

IV. RETIREMENT

- A. Upon retirement, all administrators with at least 10 years' service to the school district in any position shall be reimbursed for unused sick days at $\frac{1}{2}$ the daily rate for the duration of this agreement as follows: The disbursement shall be made in one lump sum by January 15th following retirement, into a 403(b) account with Kades Margolis.
- B. In the event of the death of an administrator, the total disbursement of unused sick days shall be paid to the designated beneficiary in one lump sum.
- C. The maximum reimbursement for unused sick days is $\frac{1}{2}$ your daily rate for (180) days. The payment of unused sick days shall span two fiscal years for budgeting purposes.
- D. Retired administrators will receive health insurance, the length of coverage available to the retiree is 6 years of EPO coverage or until Medicare Eligibility whichever comes first. Retirees will receive the maximum coverage elected i.e. family/employee & spouse/employee & child/employee & children/single in the District's current EPO Healthcare Plan.
- E. Retirees will contribute PSERS premium share plus the premium share cost they are paying in final year of employment.
- F. The retiree coverage does not include dental and/or vision coverage. Dental and/or vision coverage will be made available to the administrator, at group rates, for the same term as health coverage.

This memorandum will not be reopened or renegotiated until one year prior to its termination. Intending to be legally bound hereby, the parties hereto execute the same as follows.


CASD School Board President Date 10/25/23


Interim Superintendent of Schools Date 10/27/23

EXHIBIT A

Newly-Hired or Newly-Appointed “Me Too” Administrators at the **87%** salary rate:

Position	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
	4.05%	3.2%	3.21%	3.28%	3.28%	3.28%
Business Manager	\$85,998	\$88,750	\$91,599	\$94,603	\$97,706	\$100,911
Assistant Business Manager	\$59,160	\$61,053	\$63,013	\$65,080	\$67,215	\$69,420
Human Resources Director	\$69,600	\$71,827	\$74,133	\$76,564	\$79,076	\$81,670
Workforce Development Coordinator	\$45,262	\$46,710	\$48,209	\$49,791	\$51,424	\$53,111

Newly-Hired or Newly-Appointed “Me Too” Administrators at the **90%** salary rate:

Position	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
	4.05%	3.2%	3.21%	3.28%	3.28%	3.28%
Business Manager	\$88,963	\$91,810	\$94,757	\$97,865	\$101,075	\$104,391
Assistant Business Manager	\$61,200	\$63,158	\$65,186	\$67,325	\$69,533	\$71,814
Human Resources Director	\$72,000	\$74,304	\$76,689	\$79,205	\$81,803	\$84,486
Workforce Development Coordinator	\$46,823	\$48,321	\$49,872	\$51,508	\$53,197	\$54,942

Newly-Hired or Newly-Appointed “Me Too” Administrators at the **94%** salary rate:

Position	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
	4.05%	3.2%	3.21%	3.28%	3.28%	3.28%
Business Manager	\$92,917	\$95,890	\$98,969	\$102,215	\$105,568	\$109,031
Assistant Business Manager	\$63,920	\$65,965	\$68,083	\$70,317	\$72,623	\$75,005
Human Resources Director	\$75,200	\$77,606	\$80,097	\$82,725	\$85,438	\$88,241
Workforce Development Coordinator	\$48,904	\$50,469	\$52,088	\$53,797	\$55,562	\$57,384

Newly-Hired or Newly-Appointed “Me Too” Administrators at the **97%** salary rate:

Position	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
	4.05%	3.2%	3.21%	3.28%	3.28%	3.28%
Business Manager	\$95,883	\$98,951	\$102,127	\$105,477	\$108,937	\$112,510
Assistant Business Manager	\$65,960	\$68,071	\$70,256	\$72,561	\$74,941	\$77,399
Human Resources Director	\$77,600	\$80,083	\$82,654	\$85,365	\$88,165	\$91,057
Workforce Development Coordinator	\$50,464	\$52,079	\$53,751	\$55,514	\$57,335	\$59,216

Newly-Hired or Newly-Appointed “Me Too” Administrators at the **100%** salary rate:

Position	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
	4.05%	3.2%	3.21%	3.28%	3.28%	3.28%
Business Manager	\$98,848	\$102,011	\$105,286	\$108,739	\$112,306	\$115,990
Assistant Business Manager	\$68,000	\$70,176	\$72,429	\$74,805	\$77,259	\$79,793
Human Resources Director	\$80,000	\$82,560	\$85,210	\$88,005	\$90,892	\$93,873
Workforce Development Coordinator	\$52,025	\$53,690	\$55,413	\$57,231	\$59,108	\$61,047