

CONFIDENTIAL EMPLOYEES' POLICY

JULY 1, 2024 THROUGH JUNE 30, 2029

BOARD APPROVED JUNE 26, 2024

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I. CONFIDENTIAL EMPLOYEE STAFF

Confidential employees are those individuals who are assigned duties, as contained within their job descriptions, for the Board of School Directors, the Office of the Superintendent, the Office of the Director of Human Resources, and the Business Office, unless challenged by the Connellsville Area Educational Support Personnel Association and ruled to the contrary by the Pennsylvania Labor Relations Board. Current confidential employee positions are listed below:

HR/Benefits Coordinator
Payroll/Data Specialist
Access Coordinator

Administrative Asst to the Superintendent/Board
Purchasing/Accounts Payable Specialist

II. INTER-OFFICE TRANSFERS

The staff of the Connellsville Area School District shall be informed of any openings and may request an application. The Superintendent of Schools or designee will inform the staff in writing by posting bulletins in each building and the Central Administration Office.

III. WORKING DAY & WORK YEAR

All positions are 12-month positions and confidential employees shall be scheduled to work eight hours daily by the administration, including a paid lunch period of one half hour. Confidential employees may be permitted to leave work 15 minutes early on the last scheduled work day prior to a holiday.

IV. 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 personal day off in place of the lost holiday.

1. July Fourth
2. Labor Day
3. Veterans Day
4. Thanksgiving Day
5. Day After Thanksgiving
6. Monday After Thanksgiving
7. Day Before
8. Christmas Day
9. Day After Christmas
10. Three Variable Days*
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.

V. VACATIONS

Employees will become eligible for vacation based on the following:

- Less than 1 year of service by June 30th - 1 day per each 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. Vacation requests of five (5) days or more must be requested thirty (30) days in advance in writing.

VI. BENEFITS

A. SICK LEAVE

Each employee shall be credited 12 sick leave days each fiscal year. Five (5) of those days may be used to care for an ill family member, including husband, wife, mother, father, son, daughter, brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, stepparent, stepchildren, grandparent, grandchildren, or an individual with whom he or she makes a home. 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. Sick leave will be pro-rated 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) work days paid leave of absence for a death in the immediate family of an employee, and a one (1) work day 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. In extenuating circumstances, consideration will be given by the Administration to expand the eight (8) day time frame.

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 relative 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. UNPAID LEAVES OF ABSENCES

Confidential employees will be eligible for leaves of absences (paid or unpaid) under the same terms and conditions as outlined in Article X of the CAESPA Collective Bargaining Agreement.

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 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 Connellsville Area School District shall provide the Highmark PPO Blue High Option Health Insurance Plan, or comparable coverage. The premium will be paid for each employee and his or her dependents (insurable with the employee) by the Connellsville Area School District, less the amount of the premium share as follows:

2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
EPO 6%	EPO 6%	EPO 6%	EPO 6.5%	EPO 6.5%
PPO 12%				

The premium share will be a pre-tax payroll deduction, as long as permitted by IRS regulations. The final annual Intermediate Unit Healthcare Consortium settlement amount will be absorbed by the School district, whether a surplus or deficit. 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. Insurance benefits shall begin on the first day of the month immediately following the first day of employment. Health care plan is to be equal to the plan described in the Act 93 meet and discuss agreement.

X. EYE CARE INSURANCE FOR EMPLOYEE AND FAMILY

The Connellsville Area School District shall provide vision insurance coverage in the Davis Vision Plan, or comparable coverage. Cost shall be the responsibility of the Connellsville Area School District, less the amount of the premium share percentages listed under Health Insurance. 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. Insurance benefits shall begin on the first day of the month immediately following the first day of employment. Eye care plan is to be equal to the plan described in the Act 93 meet and discuss agreement.

XI. DENTAL INSURANCE FOR EMPLOYEE AND FAMILY

The Connellsville Area School District shall provide dental insurance coverage in the Pennsylvania Blue Shield Dental Program or comparable coverage, plus Supplemental Plan and Orthodontics as follows. When two employees of the district are married to each other, coverage shall be provided through the most senior employee with Connellsville Area School District only, unless it is to the benefit of the employer to do otherwise. Insurance benefits shall begin on the first day of the month immediately following the first day of employment.

A. Basic Program	100% UCR
B. Oral Surgery	100% UCR
1. Prosthetics and single crown, inlay and onlay restoration	50% UCR
2. Periodontics	50% UCR
C. Orthodontics	50% UCR or \$1,500

Employees shall contribute to the dental premiums according to the percentages listed under Health Insurance. Dental care plan is to be equal to the plan described in the Act 93 meet and discuss agreement.

XII. LONGEVITY

Any employee eligible for and receiving longevity on June 30, 2024, will have the current longevity amount included in their base hourly rate. Effective July 1, 2024, in lieu of longevity, a one time, additional 1% will be added to each employee base pay for the 2024-2025 school year.

XIII. RETIREMENT PROGRAM

1. The employee must be retiring under one of the forms of "normal" retirement as recognized by the P.S.E.R.S. 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 10 years in the Connellsville Area School District.
3. The retiring confidential employee may receive individual coverage under the EPO HealthCare Plan that the employee is enrolled in immediately preceding retirement as follows:

4 years of coverage

From the date of retirement as needed by the employee provided the employee is not covered by another medical plan or eligible for Medicare. Retirees shall have the same individual plan and changes there in as active employees in this same plan. The school district will pay for this benefit, less the monthly health benefit contribution provided to them under PSERS, and the amount of individual premium share in effect at the time of retirement. Failure of the retiree to pay the amount of the monthly health benefit contribution and premium share provided to them under PSERS shall result in the termination of this benefit.

4. This program is limited to health insurance only and does not include benefits available under the dental, vision, or other programs.
5. Employees will be paid at 50% of their daily rate for each unused sick day they have accumulated up to a maximum of 200 days. Upon retirement all unused personal days will be converted to sick days.
6. Employees will be paid in one lump sum by the 15th of January following retirement. All eligible benefits will be paid to an employer funded 403(b) tax sheltered annuity managed by Kades-Margolis.
7. 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. MILEAGE

The Connellsville Area School District agrees to pay mileage to each employee who receives individual approval from the Board of School Directors for the use of the employee's automobile outside the boundaries of the school district at the IRS approved rate in effect each July 1st.

XVI. TUITION REIMBURSEMENT

If any employee is directed by the District to receive any training or to participate in workshops or classes, the District will pay all costs associated with such training. This payment includes fees, tuition costs, and other associated costs including expenses incurred during this training period.

College credit courses completed after July 1, 2010, will be eligible for a one time lump sum reimbursement of \$25 per credit up to a maximum of \$300 or 12 credits per year.

XVII. MEMBERSHIP DUES

Reimbursement for membership to one state and one national association will be paid by the District in an amount not to exceed \$750 annually. It is understood that the membership must be directly related to the employee's job duties and approved by their immediate supervisor.

XVIII. PAYDAYS

Paydays will be consistent with the pay schedule as described in the Teacher's collective bargaining agreement.

XIX. OVERTIME PAY

Any employee who works over forty (40) hours in any given workweek shall be paid at the rate of 1.5 times his/her regular hourly rate. An employee may be required to work a reasonable amount of overtime.

XX. BASE HOURLY INCREASES

<u>Year</u>	<u>Increase</u>
24-25	\$0.97 4% (includes 1% in lieu of longevity)
25-26	\$0.76 3%
26-27	\$0.78 3%
27-28	\$0.81 3%
28-29	\$0.83 3%

Base Year	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
\$24.35	\$25.32	\$26.08	\$26.86	\$27.67	\$28.50

The rate for a newly hired confidential employee will be based on the lowest rate for the current year according to the following schedule:

- 90% of the base rate for the first year.
- 95% of the base rate for the second year.
- 100% of the base rate for the third year and subsequent years.

The Board reserves the right to start new hires at a rate higher than indicated. However, the starting salary will not be higher than the highest salary for that year.

XXI. POLICY CHANGES

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