

*Heath W. Renninger
Superintendent*

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT EMPLOYMENT CONTRACT

Memorandum of Agreement, made and entered into this January 2, 2025 between Brittney N. Harner, hereinafter called "Employee," and Pine Grove Area School District, hereinafter called "Employer."

It is agreed by and between Employee and Employer that said Employee shall under the authority of the Employer and its successors; serve as an employee in the said school district for a period of 260 days per year.

Work Year:

Based on a 260-day work year. Minimum of 8.0 hours per day. Attend up to 2 school board meetings monthly.

The following are to be recognized as paid holidays:

Labor Day	New Year's Day
Thanksgiving	Presidents' Day
Friday after Thanksgiving.	Good Friday
Monday after Thanksgiving	Memorial Day
Christmas	Fourth of July
First Workday after Christmas	

If Presidents Day and/or Good Friday are used as a school make-up day; one flexible day will be substituted for any of the aforementioned days that were used as a school make-up day. The flexible day will be granted to the employee.

Sick Leave:

All current year leave (July 1 – June30) will be pro-rated upon entry/exit from district employment.

Twelve (12) days annually, cumulative without limit.

In order to encourage the best attendance possible, the employee will have the opportunity to sell back, up to five (5) current year sick days. The business administrator must be notified no later than June 15th of this intent. The rate for sell back will be \$75.00 per day. All district payments will be made into a 403(b) retirement program and must use the existing district vendor list.



PINE GROVE AREA SCHOOL DISTRICT

Promoting Growth, Achievement, Success, and Direction for ALL Children!



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All Sick Leave is to be taken in no less than ½ day increments.

Employees shall be paid at the rate of sixty dollars (\$60.00) for each unused sick leave day accumulated at the time of retirement from the school district.

Vacation Leave

Years 1 – 5	10 days
Years 6 – 9	15 days
Years 10 and over	20 days

Personal Leave:

The employee shall be granted four (4) personal days (24-hour notice is required & ½ day increments only). The employee can accumulate up to (6) personal days a year. Any personal days not used beyond the accumulated (6) in a year will be transferred to sick days.

Emergency Leave:

The employee shall be granted one (1) emergency day per year. Employee will state in writing the purpose of the use of an emergency day (1/2 day increments only).

Health & Accident & Disability Insurance:

The Employer shall provide the Employee with the same Benefits agreed to in Article 24 of the AFSCME 2022-2026 agreement.

Life Insurance:

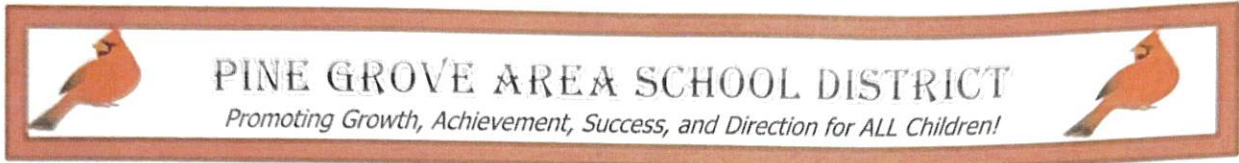
.\$40,000.00 – Same as AFSCME employees.

Salary:

The 2024-2025 annual salary of this agreement will be \$53,500. This salary will be pro-rated.

Upon the recommendation of the Business Administrator, the employee will be eligible for up to a 3.5% salary increase each July 1 thereafter *or* the current AFSCME raise, whichever is greater.

This contract shall continue in force year after year, unless terminated by the Employee and/or Employer *or* by written resignation presented sixty (60) days prior to desired date of termination, *or* by the Board of School Directors by official written notice presented to the Employee.



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Probationary Period:

The Administrative Assistant to the Superintendent's employment is subject to a three (3) month probationary period. The District may terminate this Agreement with immediate effect at any time during, or at the end of the probationary period.

Credit Reimbursement:

The Employer shall provide the Employee with the same Benefits agreed to in Article 37 Educational Reimbursement of the AFSCME 2022-2026 agreement.

Upon notification of resignation to the District, the District may deduct up to 50% of the Bargaining Unit Member's net pay from their remaining paychecks toward repayment of any tuition reimbursement owed. Remaining balance must be paid to the district in full by the date of the Bargaining Unit Member's last paycheck from the District.


***For any other questions that arise about benefits not specifically covered in this agreement we will refer to the most current AFSCME Agreement, which is attached.



Brittney N. Harner

12/17/2024

Date



Dave Lukasewicz
School Board President

12/19/2024

Date



Heath W. Renninger
Superintendent

12/18/2024

Date