



PINE GROVE AREA SCHOOL DISTRICT

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



*Heath W. Renninger
Superintendent*

PAYROLL SPECIALIST EMPLOYMENT CONTRACT

Memorandum of Agreement, made and entered into this May 16, 2024 between Kaitlin Donmoyer, 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. (30 minute unpaid lunch – two 15 minute paid breaks).

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.

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



PINE GROVE AREA SCHOOL DISTRICT

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



*Heath W. Renninger
Superintendent*

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 \$49,500. 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.



Heath W. Renninger
Superintendent

Probationary Period:

The Payroll Specialist’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.

Kaitlin Donmoyer
Kaitlin Donmoyer

7/10/2024
Date

Dave Lukasewicz
Dave Lukasewicz
School Board President

5/16/2024
Date

Joanne Brindle
Joanne Brindle
School Board Secretary

5/16/2024
Date



Heath W. Renninger
Superintendent

PAYROLL SPECIALIST

EMPLOYMENT CONTRACT ADDENDUM 9/19/2024

Credit Reimbursement: (Undergraduate and Graduate Credits eligible)

Upon the approval of the Superintendent, the Payroll Specialist is eligible for tuition reimbursement of 12 credits per fiscal year based on the Pennsylvania State University rate (100% reimbursement). Payment will not be made if the Payroll Specialist does not provide evidence of the satisfactory completion (minimum grade of “B” or “PASS”) of said undergraduate or graduate course. All course work must assist the individual in their respective position.

If the Payroll Specialist resigns after receiving credit reimbursement, she must repay PGASD based on the following schedule.

Before one (1) completed year from the date of credit reimbursement	100%
After one (1) completed year from the date of credit reimbursement	75%
After two (2) completed years from the date of credit reimbursement	50%
After the 3 rd completed year from the date of credit reimbursement	0%

Payment in full must be paid to the district within twelve (12) months of the date of resignation.


Kaitlin Donmoyer

9/20/24
Date


Dave Lukasewicz
School Board President

9/20/24
Date


Joanne Brindle
School Board Secretary

09/20/24
Date