UNIONVILLE-CHADDS FORD SCHOOL DISTRICT
FULL-TIME 12 MONTH SUPPORT STAFF BENEFITS
July 1, 2026- June 30, 2029

I. Definitions

A. **Full Time Employee – 12 month** – employees scheduled to work twelve (12) months per year with a minimum of thirty (30) hours per week.

II. Salary – Support Staff base salary will be tied to the Base Act I Index minus 0.2% as follows:

Year 1: 3.3% increase (Act 1 Index is set for 3.5% in year 1)

Years 2 and 3: Act 1 Index minus 0.2%

III. Leaves

Regular and consistent attendance is required as an essential function of the job. Sick leave shall apply in cases of personal illness or accidental injury of the employee or absences necessitated by illness in the employee's immediate family. For the purpose of Sick Leave use, immediate family shall be defined as spouse, parent(s), or dependent child (ren) of the employee. No salary will be paid if the employee is injured while engaged in remunerative work unrelated to his/her responsibilities as a School District employee. The District reserves the right to request a doctor's note for use of sick leave at any time.

A. **Sick Leave** - Eligibility for paid sick leave will begin with a credit for the number of sick days equivalent to the number of months that the employee is scheduled to work prior to June 30. Each full-time employee will be credited with the number of sick days equivalent to his/her scheduled months of service at the beginning of each work year. Unused sick leave accumulates.

B. **Personal Leave** - All 12-month full time employees can use for reasons other than sickness two (2) days, with pay per year. A maximum of two (2) personal days may be carried over to the next year. Employees shall give three days' notice, to their immediate supervisor, that they will be using personal day(s). Paid Personal leave will be pro-rated during the first year of employment if the employee's start date is after July 1.

C. **Jury Duty** - When an employee is notified of jury or witness duty, employee shall submit the absence by following your regular absence reporting procedures. Employee shall be granted a leave of absence and shall be paid for each day of jury/witness absence, the difference between the daily compensation received as a juror/witness and the amount of his/her daily compensation as a school district employee.

Following jury duty, an employee, should cash/deposit the full jury duty check into his/her personal account and submit a copy of the check including the check stub to UCF Payroll Manager at District Office.

D. **Bereavement Leave**

1. Whenever an employee shall be absent from duty because of a death in the immediate family of said employee, there shall be no deduction in salary of said employee for an absence not in excess of three (3) school days. The administration may extend the period of absence with pay at its discretion as the exigencies of the case may warrant. For the purpose of Bereavement Leave use, members of the immediate family shall be defined as father, mother, sister, brother, son, daughter, husband, wife, parent-in-law, grandparent, grandchild or near relative who resides in the same household, or any person with whom the employee has made his/her home.

2. Whenever an employee is absent because of the death of a near relative, there shall be no deduction in salary of said employee for an absence on the day of the funeral. The administration may extend the period of absence with pay at its discretion as the exigencies of the case may warrant. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, grandparent-in-law, brother-in-law and sister-in-law.

E. **Emergency Leave** – Emergency leaves with or without pay may be granted to support personnel at the discretion of the Superintendent or his designate.

IV. **Paid Holidays**

For all twelve month full-time employees, there shall be eleven legal holidays: Independence Day, Labor Day, Thanksgiving Day, and the day following, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Day, President's Day, Good Friday, and Memorial Day. When a holiday falls on a Saturday, the day before will be considered the holiday. When a holiday falls on a Sunday, the day after will be considered the holiday.

V. **Probationary Period** - All new full-time 12-month employees will serve a 90-day probationary period. An employee's first 90 days of employment are on a trial basis and are considered a continuation of the employment selection process. The 90-day probationary period provides the Unionville-Chadds Ford School District an opportunity to observe and evaluate the capacity of the employee, which includes the employee's ability to satisfactorily perform the essential functions of his or her job; and to observe and evaluate the employee's work habits and conduct, including attendance and the employee's relationship with coworkers and superiors.

VI. **Medical Insurance - Eligibility is the first of the month following date of hire.**

Enrollment will be on an annual basis with changes permitted within thirty (30) days of a qualifying event. A qualifying event is a change in family status that affects coverage (i.e., marriage, death, divorce, birth or adoption, a change in an employee's or his/her spouse's employment status causing a loss of health or dental coverage).

Medical Benefits For Full-Time Support Staff HIRED PRIOR TO JULY 1, 2014:

A. **Medical** – Hospitalization and medical insurance coverage, equivalent to Keystone Direct C2-F2-O2 or Personal Choice C4-O4-O2 (base plans) shall be provided for each eligible employee. The District shall pay 90.0% of the premium share for the selected coverage.

Employees hired prior to 7/1/14 may buy up to the Personal Choice C2-F2-O2 Plan by paying the difference between the Keystone Direct C2-F2-O2 or Personal Choice C4-O4-O2 Plans and the premium of the buy-up plan. This expense would be in addition to the employee premium contributions for the base plans.

Support Staff has the option of selecting (1) Personal Choice 1020/80/50 at 93% employer premium contribution, or (2) the High Deductible Plan with Health Savings Plan (HSA). The employee premium share for the High Deductible Plan will be:

Year 1: 1% premium share;

Year 2: 2% premium share;

Year 3: 2.5% premium share.

Employees participating in the High Deductible Plan will receive HSA employer contribution of $900 for single coverage; or $1,800 for employee plus one dependent coverage, divided over two payments (July/January) for each year for the term of this Agreement. The HSA contribution will be reviewed annually and is subject to change to match the UCFEA Collective Bargaining Agreement HSA contribution.

B. **Dental Coverage** – equivalent to the United Concordia/Concordia Flex plus supplemental three-part rider (100% prosthesis, 100% periodontics, and 100% oral surgery) shall be provided for each employee. In addition, the United Concordia/Concordia Flex Orthodontic Treatment Plan or equivalent shall apply to all employees electing dependent coverage. In addition, the District shall pay 90.0% of the premium for the selected coverage.

C. **Vision Care Plan** - The employer shall provide Vision Benefits of America, or its equivalent, for each employee. The employer shall pay 90.0% of the premium for the selected coverage.

D. **Prescription Drug Plan** - Blue Cross/Blue Shield Prescription Formulary Drug 5/50/70 coverage ($5 for Generic, $50 for Brand Name, $70 for Non-Formulary) shall be provided for each employee. In addition, the District shall pay 90.0% of the premium for the selected coverage. Employees who take maintenance prescription drugs must utilize the mail order program for each maintenance prescription.

E. **Working Spouse Provision** - Working spouses will be ineligible for benefits if the spouse has creditable and affordable coverage from another taxing authority, educational facility or institution (including charter schools, colleges, universities, etc.), or an institutional healthcare provider (hospital, nursing home, rehabilitation center, etc.).

Medical Benefits for Full-Time Support Staff <u>HIRED ON OR AFTER JULY 1, 2014</u>:

F. **Medical** – Eligible Support Staff will be provided coverage under the Personal Choice 1020/80/50 Plan. The District will pay 93% of the premium.

Employees hired after 7/1/14 may ‘buy up’ to plan, the Personal Choice C4-F4-O2 Plan, the Personal Choice C2-F2-O2 Plan, or the Keystone C2-F2-O2 Plan by paying the difference between the 1020/80/50 Plan and the premium of the buy-up plan selected. This expense would be in addition to the employee premium contributions for the Personal Choice 1020/80/50 Plan. The District’s contribution in this buy up option is exclusively limited to what the District would contribute to the 1020/80/50 plan.

Support Staff has the option of selecting the High Deductible Plan with Health Savings Plan (HSA). The employee premium share for the High Deductible Plan will be:

Year 1: 1% premium share;

Year 2: 2% premium share;

Year 3: 2.5% premium share

Employees participating in the High Deductible Plan will receive HSA employer contribution of $900 for single coverage; or $1,800 for employee plus one dependent coverage, divided over two payments (July/January) for each year for the term of this Agreement.

G. **Dental Coverage** – equivalent to the United Concordia/Concordia Flex plus supplemental three-part rider (100% prosthesis, 100% periodontics, and 100% oral surgery) shall be provided for each employee. In addition, the United Concordia/Concordia Flex Orthodontic Treatment Plan or equivalent shall apply to all employees electing dependent coverage. In addition, the District shall pay 85.0% of the premium for the selected coverage.

H. **Vision Care Plan** - The employer shall provide Vision Benefits of America, or its equivalent, for each employee. The employer shall pay 85.0% of the premium for the selected coverage.

I. **Prescription Drug Plan** - Blue Cross/Blue Shield Prescription Formulary Drug 5/50/70 coverage ($5 for Generic, $50 for Brand Name, $70 for Non-Formulary) shall be provided for each employee. The District shall pay 85.0% of the premium for the selected coverage. Employees who take maintenance prescription drugs must utilize the mail order program for each maintenance prescription.

J. **Working Spouse Provision** - Working spouses will be ineligible for benefits if the spouse has creditable and affordable coverage from any employer.

Tobacco/Nicotine Surcharge on Benefits: All Support Staff and their participant spouses/children will be subject to a surcharge of 15% of their employee premium participation rate for medical and prescription coverage if any participant under the employee's group coverage is a tobacco/nicotine user. Employees and their family participants in the plan must certify annually whether or not they use any tobacco products.

Tobacco/Nicotine use is defined as any form of the plant that is consumed for the addictive nicotine effects not prescribed by a licensed medical professional, to include tobacco that can be chewed, dipped, smoked and/or inhaled, including electronic cigarettes of any form. A tobacco amnesty program will be available for all tobacco users who enroll and commit to a tobacco cessation program and can certify within six (6) months that they have successfully completed said tobacco cessation program and certify their non-tobacco use status.

VII. Refusal of Benefits

On an annual basis, employees may decline Hospitalization, Prescription, Dental and Vision Insurance provided by the District. **Medical and Prescription must be declined in combination and Dental and Vision must also be declined in combination.** Before an employee is permitted to decline any benefit, s/he must sign a waiver. The employer will not be held liable for damages as a result of declining this coverage. The employee will be paid $2,400 for opting out of all benefits plans, as follows: 1) $2,200 for opting out of the Medical and Prescription Plan, and 2) $200 for opting out of the Dental/Vision Plan.

Anyone who loses coverage through a death, divorce, or change in a spouse's coverage could be re-enrolled under the following conditions: The entire lump sum has to be returned even if the person is making the change close to the end of the year. No person will be re-enrolled unless the lump sum is repaid by check or the employee agrees to a plan for payroll recovery.

VIII. Catastrophic Illness or Injury

In cases of catastrophic illness or injury, medical and prescription drug benefits for the employee-only can continue, at district expense, for up to an additional three months ***provided the employee is receiving benefits under the district-sponsored disability insurance plan.*** The Family Medical Leave Act currently provides for three months coverage – this would allow for up to 6 months coverage provided the following requirements are met:

Requirements:

1. Ten years or more of continuous service.
2. Employee has exhausted all sick days, personal days, and/or vacation days and remains disabled.
3. Must be eligible for Long Term Disability.
4. Cannot be used two consecutive years.
5. Does not apply to Worker's Compensation claims.
6. Sick days run concurrently with Family Medical Leave and the Catastrophic Illness/Injury Provisions.

The employee has the option to pay for continuing dependent coverage.

IX. Life Insurance

$20,000 of Life and Accidental Death and Dismemberment Insurance will be provided for each eligible active employee at the expense of the District through termination of employment. Employee has the option to purchase an additional $20,000 at the employee's expense, subject to approval by the Insurance Company.

X. Vacation

The following vacation entitlement shall apply to all twelve-month support personnel:

Service Time (Years)	Vacation Entitlement (Days)
Initial year of hire (pro-rated)	5
1	10
2-3	12
4-7	15
8-11	18
12+	20

Earned vacation must be taken before the June 30, except that five unused days may be carried over to the next year's entitlement. Employees with ten (10) or more years of service will be entitled to carry over an additional five days or a total of ten days to the next year's entitlement. Except for the initial year of employment, fractional years of service that are less than one-half will be rounded down for purposes of determining vacation entitlement on the above schedule. Employees shall request prior approval from their immediate supervisor for the use of vacation day(s).

XI. Long-Term Disability

For disability beginning July 1, 2014 or later, the employee shall receive 66 2/3% of gross (base) monthly earnings up to a maximum of $3,500 per month for up to two (2) years for sickness or accident. This benefit will begin after the thirtieth (30th) day, or exhaustion of sick leave allowance, whichever is greater. The benefits will be payable for a maximum of two (2) years or until the employee is no longer disabled, whichever occurs first. Madison National Life Insurance Company (or its equivalent) is responsible for determining disability status.

XII. Miscellaneous Provisions

A. **Retirement Pay** – Any employee who has had at least ten (10) years of continuous service within the District at the time of his/her retirement on to PSERS shall receive a retirement payment equal to one-half percent (1/2% - .005) times his/her years of service, times his/her highest annual base wages.

Any employee who has had at least fifteen (15) years of continuous service within the District at the time of retirement on to PSERS shall receive a retirement payment equal to one percent (1% - .01) times his/her years of service, times his/her highest annual base wages.

The school district shall make a non-elective employer contribution to the employee's 403(b) retirement account. The employee shall receive no cash option. If the district's contribution causes the employee's account to exceed the section 415(c) contribution limitation for the year, then any excess over that limit shall be contributed to the former employee's 403(b) account in the next tax year, and in each subsequent tax year until the full amount due to employee has been contributed as non-elective employer contributions.

B. **Early Retirement Incentive** (Post-Retirement Medical Contribution) - Employees with at least 20 years of continuous service in the Unionville-Chadds Ford School District who retire through the Pennsylvania School Employees Retirement System (PSERS)will be awarded a post-retirement medical insurance contribution of $1,000 per year for three years. This money may only be used to help defray the cost of the employee's medical insurance coverage purchased through the School District's plan.

C. **Tuition Reimbursement** - Tuition reimbursement is available to support staff for course work that directly relates to the employee's duties. Such course work shall be subject to pre-approval by the employee's immediate supervisor and the District Superintendent to be eligible for reimbursement. Valid receipts and proof of completion must be submitted to the Superintendent's Office.

Job Class: C, M P, and S are eligible for $500 per year (July 1 through June 30) Job

Class: T are eligible for $1,000 per year (July 1 through June 30)

D. In accordance with the regulations of Section 125 of the Internal Revenue Code, the District will administer a **Flexible Spending Account** so that payments for health insurance, optional life insurance, and medical expenses can be made on a pre-tax basis.

E. Direct Deposit is required for all employees.

F. All payrolls will be administered on a 26 pay cycle unless the district administration implements a separate plan for designated employee groups.

G. Overtime will be paid at the rate of one-and-one-half times the employee's regular hourly rate for hours worked in excess of 40 hours per week. Buildings and Grounds staff working Sunday Events or called in on Sunday will be paid at double time rate. A minimum of two (2) hours will be paid for call in time.

H. Shoes –Garage Mechanics, Maintenance, and Custodial Workers will be reimbursed up to $170 per year for the purchase of safety shoes. If a Doctor's note indicates steel toe cannot be worn, staff will be reimbursed up to $170 for a regular pair of work boots. Reimbursement limit increases each year of the Agreement based on the Act 1 Index. Valid receipts must be submitted for reimbursement.

I. Tools – **Bus garage mechanics** (2) and **assistant mechanics** (2) will be reimbursed up to $340 per year for tool upgrades and broken tools for these individuals who supply and use personal tools. Reimbursement limit increases each year of the Agreement based on the Act 1 Index. Valid receipts must be submitted for reimbursement.

J. **Longevity Plan:** Beginning with the 2024-2025 school year, on every fifth-year anniversary of the support staff's date of hire, a longevity increase will be added to the base salary as per the table below. This is not retroactive. If you are NOT celebrating a five-year anniversary, there will be no longevity increase during that year.

- 15 cent increase on 5-year anniversary
- 30 cent increase on 10-year anniversary
- 45 cent increase on 15-year anniversary, and so on.