UNIONVILLE-CHADDS FORD SCHOOL DISTRICT

PART-TIME SUPPORT STAFF BENEFITS

July 1, 2026- June 30, 2029

I. Definitions

A. **Part-Time Employee –** Support Staff Employees scheduled to work 10 or 12 months per year, but work less than thirty (30) hours per week.

B. **Substitute** – Any individual providing service on an on-call basis who performs services in place of a full or part-time employee.

No fringe benefits shall apply to substitutes unless specifically authorized by the School Board.

II. Salary

Salary – Support Staff salary adjustments 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** – **Part-time staff** will be eligible for paid sick days as noted in the table below, pro-rated during the first year of employment if the employee's start date is after the first day of school. Unused sick leave accumulates.

B. **Personal Leave** –Part-time employees will be eligible for personal days as noted in the table below, pro-rated during the first year of employment if the employee's start date is after the first day of school. Employees shall give three days' notice, to their immediate supervisor, that they will be using personal day(s). Transportation drivers and Food Service employees only are allowed to use one (1) personal day during the winter holiday break.

Up to two (2) personal days may be carried over for use in the following year.

Primary Job Category (based on regular scheduled hours)	Paid Sick Time Earned	Paid Personal Time Earned
PT 10 Month Support (25 - 29.75 hrs, 5 days/wk)	5 Sick	2 Pers
PT 10 Month Support (< 25 hrs, 5 days/wk)	3 Sick	1 Pers*
PT Job Share - all departments (< 5 days/week)	2 Sick	0 Pers

*after one year of employment

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**

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, 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 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. **Probationary Period** – All new part-time 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.

V. **Medical Insurance - Part-time employees hired after July 1, 2011 are not eligible for medical, dental, prescription, or vision benefits.**

For staff hired prior to July 1, 2011 and currently enrolled

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).

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

Employees hired prior to 7/1/11 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 base 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) Medical plan Personal Choice 1020/80/50 at 93% employer premium contribution, or (2) the High Deductible Plan with Health Savings Plan (HSA). The employee share for the High Deductible Plan will be as follows:

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. **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.

F. **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.).

VI. **Refusal of Benefits** (for staff hired prior to July 1, 2011)

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 benefits/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 would be re-enrolled unless the lump sum is repaid by check or the employee agrees to a plan for payroll recovery.

VII. **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 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. 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.

D. Direct Deposit is required for all employees.

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

F. Physicals – only bus drivers will be reimbursed for the full cost of physicals required to obtain licenses in the years the medical policy does not cover the exam.

G. Physicals – all part-time employees, except bus drivers, will be reimbursed up to $25 for any required physical examination. Bus drivers' physicals are paid by the district, as they are required annually.

H. Bus drivers only will be allowed a payment of up to $85 towards a vision exam required by State Law for renewal of bus driver licenses in the years the vision policy does not cover the exam (every other year). Reimbursement limit increases each year of the Agreement based on the Act 1 Index. Valid receipts must be submitted for reimbursement.

I. Prescription Glasses – All part-time bus drivers only will receive $113 toward the cost of prescription glasses. Reimbursement limit increases each year of the Agreement based on the Act 1 Index. Valid receipts must be submitted for reimbursement.

J. Bus drivers only will receive a jacket that identifies them as Unionville-Chadds Ford School District employees.

K. Bus drivers only will be paid $250 for initial certification and $150 for recertification training when required.

L. Bus drivers only will be reimbursed for the CDL Endorsement. Valid receipts must be submitted for reimbursement.

M. Uniforms - Part-time cafeteria staff will be entitled to a reimbursement of up to $142 per year for uniforms or shoes. Reimbursement limit increases each year of the Agreement based on the Act 1 Index. Valid receipts must be submitted for reimbursement.

N. **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.