Downingtown Area School District

Confidential Employees Compensation Plan

Effective:
July 1, 2019 – June 30, 2024
Table of Contents
I. CONFIDENTIAL EMPLOYEES .................................................................................................................................. 5
   A. Definitions ................................................................................................................................................ 5
   B. Ninety-Day Introductory Period ............................................................................................................. 5
   C. Background Checks ................................................................................................................................. 5
   D. School Board Policies on District Website ............................................................................................ 6
   E. Compensation ........................................................................................................................................... 6
   F. Performance Appraisal Review .............................................................................................................. 6
   G. Posting of Vacancies ............................................................................................................................... 6
   H. Personnel File .......................................................................................................................................... 7
   I. Resignation or Retirement ....................................................................................................................... 7
II. TIME OFF FROM WORK .................................................................................................................................. 7
   A. Sick Leave ............................................................................................................................................ 7
   B. Use of Sick Leave for Family Illness ........................................................................................................ 8
   C. Family Medical Leave Act (FMLA) ........................................................................................................ 8
   D. Personal Days ......................................................................................................................................... 8
   E. Vacation ................................................................................................................................................ 8
   F. Parental Leave ........................................................................................................................................ 9
   G. Bereavement Leave ............................................................................................................................... 10
   H. Jury Duty .............................................................................................................................................. 10
   I. Holidays ................................................................................................................................................ 10
   J. Snow/Emergency Days, Delayed Openings, and Early Dismissals ....................................................... 11
III. WORK SCHEDULES AND HOURS .................................................................................................................. 11
   A. Overtime ............................................................................................................................................... 11
IV. SUSPENSION OR DISCHARGE .......................................................................................................................... 12
V. INSURANCE BENEFITS ................................................................................................................................ 12
   A. Health Benefit Packages ....................................................................................................................... 13
   B. Employee Contributions ......................................................................................................................... 13
   C. Opt Out Provision .................................................................................................................................. 13
VI. OTHER BENEFITS ......................................................................................................................................... 14
   A. Life Insurance ..................................................................................................................................... 14
   B. Voluntary Life Insurance (Optional) ....................................................................................................... 14
   C. Income Protection Insurance .................................................................................................................. 14
   D. Executive Flexible Benefit Plan ........................................................................................................... 14
   E. Flexible Spending Accounts ................................................................................................................... 14
   F. Tax Sheltered Annuities ......................................................................................................................... 15
   G. Workers’ Compensation ......................................................................................................................... 15
   H. Tuition Reimbursement .......................................................................................................................... 15
   I. Conferences and Workshops ................................................................................................................ 16
   J. Professional Organizations ..................................................................................................................... 16
   K. Mileage Reimbursement ....................................................................................................................... 16
VII. RETIREMENT .................................................................................................................................................. 16
   A. Insurance Coverage for Retirees ........................................................................................................... 16
   B. Pay for Unused Sick Leave Upon Retirement ....................................................................................... 17
   C. Pay for Unused Personal Leave Upon Retirement ................................................................................. 17
DISCLAIMER

This plan is intended to be a general resource guide for employees of the Downingtown Area School District (the “District”) that are considered Confidential Employees. In no way is this plan intended to constitute a contract between the District and the Confidential Employees. Staff covered under a bargaining unit should refer to the current negotiated Agreement for reference.

This plan is not binding upon the District. The District reserves the right to change or update this plan at any time and to interpret the information presented herein as it sees fit.

Section 514 of the School Code governs employment rights of Confidential Employees.

This plan supersedes and voids all previous plans, policies and practices which may be inconsistent with that stated herein.

The employee benefit information contained in this plan is only a brief summary of the benefits that the District offers its Confidential Employees. For a full explanation of particular benefits, Confidential Employees should consult, where applicable, the specific benefit plan documents. The District has the right to interpret, apply, amend, modify or discontinue, in its sole and absolute discretion, any or all of the benefits provided to Confidential Employees. The District will attempt to inform Confidential Employees as promptly as possible of any changes in benefits. Where it is not practical or possible to do so, the District has the right, in its sole and absolute discretion, to make changes in employee benefits without prior notice.
Equal Opportunity Employer

The Board of School Directors declares it to be the policy of the District to guarantee to all persons equal access to all categories of employment in the District regardless of age, race, color, creed, religion, gender, ancestry, marital status, national origin, or physical or mental handicap or disability, veteran’s status, sexual orientation or other classification protected by applicable law.

It is also the policy of the District to provide a fair, supportive and nondiscriminatory work environment for all employees regardless of their age, race, color, creed, religion, gender, ancestry, marital status, national origin, physical or mental handicap or disability, veteran’s status, sexual orientation or other classification protected by applicable law. Harassment with demeaning intent related to age, race, color, creed, religion, gender, ancestry, marital status, national origin, physical or mental handicap or disability, veteran’s status, sexual orientation or other classification protected by applicable law, made by one employee to another, is a violation of this policy.

The District is committed to providing reasonable accommodations where necessary, feasible and required by applicable law. Confidential Employees seeking an accommodation must bring their request to the Human Resources Department. When an accommodation is requested, the Director of Human Resources will meet and discuss the situation with the employee and attempt to reach a mutually agreeable reasonable accommodation.
I. CONFIDENTIAL EMPLOYEES

A. Definitions

Confidential Employees (“Employees”) are individuals employed by the District as support personnel who are not administrative, not part of a bargaining unit and not classified as a service worker or facilities employee. This plan does not apply to staff members who are covered under a collective bargaining agreement.

Full time employees work a minimum of thirty-five (35) hours per week, excluding lunch, over the course of twelve (12) months per year. A full time employee’s annual salary is paid based on 260 days.

Part time employees work less than 35 hours per week, excluding lunch, or less than 260 days per year.

B. Ninety-Day Introductory Period

All new employees shall work for an introductory period of 90 workdays. During the 90-day introductory period, the administrator will more closely evaluate the employee’s performance. On or about the 90th workday, the supervisor will complete a performance appraisal and meet with the employee to review the appraisal.

C. Background Checks

All applicants for employment in public and private schools, including employees of independent contractors, must undergo background checks in accordance with all federal, state and local laws and regulations.

New employees are required to submit the PA State Police Clearance, FBI Fingerprint Clearance, and Child Abuse Clearance that was completed within one year of their date of hire. New employees must also complete the Act 168 Sexual Misconduct Disclosure Form.

Current employees must resubmit the PA State Police Clearance, FBI Fingerprint Clearance, and Child Abuse Clearance every five years or in accordance with current law and regulations.

Act 82 of 2012 amends Section 111 of the School Code. Form PDE-6004 is required to be completed and submitted by all current and perspective employees. This form shall be utilized by employees to provide written notice within 72 hours after an arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

Non-compliance with these acts can result in disciplinary action up to and including a withdrawal of the offer of employment or termination of employment.
D. School Board Policies on District Website

The District Website contains information pertaining to the policies set forth in this plan, as well as other School Board policies applicable to employees. It is the responsibility of every employee to know the current policies and comply with them. The District Website is the Internet website located at www.dasd.org.

E. Compensation

The salary ranges will be updated annually based on the movement recommended by PSBA for Support Staff. New employees will be hired within the range based on experience. Current employees will be placed within the range based on performance and years of service within the District. Annual salaries are paid based on 260 days for the fiscal year, July 1 through June 30.

All employees shall be required to receive their pay by means of direct deposit to a financial institution of their own choosing.

Salary Increases. Salaries will be reviewed annually and increases will be recommended to the School Board. Annual salary increases will be effective July 1 of each new fiscal year. A 12-month employee who works less than a full year may receive a prorated increase.

Effective July 1, 2020, salary increases will be based on performance and goals using the following scale:

<table>
<thead>
<tr>
<th>Performance</th>
<th>Distinguished/Exemplary</th>
<th>Proficient</th>
<th>Needs Improvement</th>
<th>Failing/Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td>3.0%</td>
<td>2.75%</td>
<td>1.5%</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>0.5%</td>
<td>0.25%</td>
<td>0.125%</td>
<td>0%</td>
</tr>
</tbody>
</table>

F. Performance Appraisal Review

Annual performance appraisal reviews may be used to evaluate each employee by his/her supervisor or administrator. Additional evaluations may be conducted at the discretion of the supervisor. An overall rating of unsatisfactory will result in no salary increase for the next school year. A needs improvement rating may result in a lesser salary increase. Salary increases are not automatic (based on seniority or the mere passage of time) nor are they guaranteed.

G. Posting of Vacancies

Vacancies in the district may be posted on the district website. All personnel who meet the requirements of the position posted may apply for such position.
H. Personnel File

An employee shall have the opportunity to review his/her personnel file upon request. To facilitate this process, the employee will make an appointment with the Human Resources Office.

I. Resignation or Retirement

Employees, who decide to terminate their employment with the District, are requested to submit written notification to the Human Resources Department at least two weeks prior to their last day of work. Vacation, sick, and personal days cannot be used during the two week notice period, except under extenuating circumstances approved by the Director.

II. TIME OFF FROM WORK

During the first fiscal year of employment, the last fiscal year of employment, and during a leave of absence, days will be prorated based on actual days worked.

Employees must work at least one day in the new fiscal year in order to re-establish leave eligibility at the beginning of the school year.

In the last year of employment, if the employee has overdrawn the number of paid days allowable, the final pay will be adjusted to recover any monies owed to the district.

A. Sick Leave

Employees are eligible for sick leave in accordance with the School Code. Sick leave allotments shall be credited to each employee at the beginning of each fiscal year. Each 12 month employee, working five (5) days a week, is entitled to 12 days of sick leave per fiscal year.

The rate of pay for sick leave days shall be at the employee’s regular non-overtime daily rate, less normal payroll deductions.

Sick leave may be accumulated from year to year without limit.

All sick leave must be recorded as such on the attendance record.

The District reserves the right to require a doctor’s certificate for any absence due to illness or injury.

Any absence that exceeds three (3) or more consecutive days or is anticipated to exceed three (3) or more days must be reported to the Benefits Office immediately.

There is no payout of sick leave at termination except as outlined in Section VII.
B.  **Use of Sick Leave for Family Illness**

Employees may use twelve (12) of their allowed sick leave days per fiscal year for illness in the employee’s immediate family. Sick leave days used for family illness shall be deducted from accumulated sick leave. Members of the immediate family include father, mother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household or any person with whom the employee has made his/her home. The relationship of the family member who is ill must be indicated.

C.  **Family Medical Leave Act (FMLA)**

In addition to this section of the plan, employees should also refer to the Family and Medical Leave Policy on the District Website.

The District is a covered employer under the federal Family and Medical Leave Act ("FMLA"). The FMLA entitles eligible employees to take unpaid leave for specific qualifying reasons. All employees who have worked for the District for at least 12 months and have worked a minimum of 1250 hours during the 12 months immediately preceding their leave date are eligible for FMLA leave. Eligible employees have the right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period. Under certain circumstances, an employee may be entitled to up to 26 weeks of leave in a single 12-month period.

D.  **Personal Days**

Full time employees shall be granted three (3) paid personal days per year. Part time employees shall be granted two (2) paid personal days per year.

Pre-approval is required from the employee’s immediate supervisor. The rate of pay for personal leave days shall be at the employee’s daily regular non-overtime rate, less normal payroll deductions.

After all vacation and personal days have been used, additional paid personal days may be granted at the discretion of the superintendent.

All unused days not used by the end of the fiscal year will automatically be carried forward to the next fiscal year to a maximum of five (5) days. Unused personal days over five at the end of the fiscal year will be banked toward retirement.

There is no payout of personal days at termination except as outlined in Section VII.

E.  **Vacation**

All full time 12 month employees are eligible for paid vacation each fiscal year in accordance with the following schedule:
<table>
<thead>
<tr>
<th>Continuous fulltime 12 month service credit as of June 30th of any current year:</th>
<th>Vacation Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 year</td>
<td>Prorated</td>
</tr>
<tr>
<td>1-5 years</td>
<td>13</td>
</tr>
<tr>
<td>6-14 years</td>
<td>18</td>
</tr>
<tr>
<td>15+ years</td>
<td>20</td>
</tr>
</tbody>
</table>

Part-time employees working 12 months, 5 days per week, at a minimum of 4 hours per day, are eligible for 5 vacation days per year.

For purposes of calculating vacation eligibility, service is calculated as of July 1 of each year. Vacation days can be earned and taken in the same fiscal year. Years of service for vacation calculation will be based on the years of service as a 12 month employee eligible for vacation accrual in the district.

Unused vacation days at the end of the fiscal year will be carried forward to the next fiscal year up to a maximum of five (5) days. Any unused vacation days beyond five as of June 30th will be paid out to the employee at the employee’s regular non-overtime daily rate up to a maximum of 10 days.

The rate of pay for vacation days shall be at the employee’s regular non-overtime daily rate, less normal payroll deductions.

All vacation periods will be governed by administrative regulation in order to provide for efficient operations. Prior supervisory approval is necessary before any vacation may be taken. No more than two (2) weeks of vacation can be taken consecutively without prior written permission of the Superintendent.

Payment for unused vacation days upon the termination of an employee’s employment will be made at the employee’s regular non-overtime daily rate less normal payroll deductions. Payment for unused, accrued vacation days will be made as soon as administratively practicable.

**F. Parental Leave**

An employee may be granted a maximum of twelve (12) months unpaid parental leave of absence for the purpose of rearing children recently born or, if adopted, of preschool age. The District shall be given at least 60 days’ notice prior to the start of the requested leave.

No employee will receive any paid benefits while on parental leave. If the employee is covered under the District’s health benefits (medical, prescription drug, dental and/or vision) prior to the leave, the employee may continue the benefits during the leave period and pay the entire expense. The employee shall be given the right to convert their current amount of Basic Life Insurance coverage to an Individual Life Insurance
Plan. The Long Term Disability Insurance Program does not offer a conversion option and will terminate as of the effective date of the parental leave.

All time taken under this Parental Leave policy shall count toward, and be subtracted from the employee’s eligible amount of FMLA leave.

**H. Bereavement Leave**

Employees are eligible for funeral leave in accordance with Section 1154 of the School Code. Employees may be granted up to three (3) days of paid leave of absence for the death of an immediate family member (father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild, grandparent or near relative who resides in the same household or any person with whom the employee has made his or her home) to prepare and attend funeral services.

Employees may be granted a one (1) day paid leave of absence for the death of a near relative (first cousin, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law or grandparent-in-law) to attend funeral services.

The relationship of the deceased must appear on the attendance record. The rate of pay for funeral leave days shall be at the employee's regular non-overtime daily rate, less normal payroll deductions.

**I. Jury Duty**

All employees are eligible for jury duty leave. An employee who is summoned for jury duty shall make the request for a leave of absence immediately upon receipt of notice of jury duty service. Such leave shall be granted with pay upon proper application.

The rate of pay for jury duty leave days shall be at the employee’s regular non-overtime daily rate, less normal payroll deductions and compensation paid by the court. Prior to receipt of payment, the employee shall be required to present a statement issued and signed by the Clerk of the Court stating the number of days the employee was on jury duty.

**J. Holidays**

All employees are entitled to paid holidays.

Full time employees will receive the same paid holiday vacations during the school term as outlined in the current year’s school calendar, with the exception that they may be scheduled to work during the winter or spring recess as required by the Superintendent. The rate of pay for holidays shall be at the employee's daily rate, less normal payroll deductions. Scheduled holidays are subject to change in accordance with the Board approved school calendar.
In order to receive holiday pay, the employee must work or use personal, vacation, or sick time for the both the day before and day after the holiday.

The Board reserves the right to adjust, modify, or cancel these holidays based upon emergency situations caused by severe weather, or other unforeseen events.

Part time 12 month employees are entitled to five (5) paid holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year’s Day, and Memorial Day.

K. Snow/Emergency Days, Delayed Openings, and Early Dismissals

All employees are expected to work a regular workday on snow/emergency days unless otherwise directed by the superintendent. Absence on a snow/emergency day may be covered by a vacation day or personal day. If the employee has no such unused days to cover the absence, the employee will forfeit payment for the absence.

When there is a delayed opening of schools or an early dismissal, employees will work a regular workday unless otherwise instructed by the Superintendent.

III. WORK SCHEDULES AND HOURS

The regular work schedule is Monday through Friday, 8:00 a.m. – 4:00 p.m., with one hour unpaid lunch per day, unless otherwise authorized by the District. For overtime pay purposes the work week is Monday through Sunday.

In addition to this section of the plan, employees should also refer to the Working Periods policy and the Time Clock Administrative Policy and Guidelines on the District Website.

Additional hours assigned or individual exceptions to normal work hours will be at the discretion of each administrator overseeing his/her subordinates. Moderate use of flex time within the work week may be approved on an as needed basis at the discretion of the supervisor.

Employees are expected to work their regularly scheduled hours on all in-service days.

A. Overtime

All non-exempt employees are eligible for overtime compensation for hours worked in excess of forty (40) hours per week. All overtime must be pre-approved by the employee’s supervisor. The rate of pay for overtime hours shall be at one and one-half (1 ½) times the employee’s hourly rate, less normal payroll deductions. Sick leave and personal leave shall not be counted as time worked for purposes of computing overtime.

All hours over those regularly scheduled must be recorded when clocking in or clocking out.
IV. SUSPENSION OR DISCHARGE

The District will not suspend or discharge any employee arbitrarily. The District shall have the right to suspend or discharge any employee for incompetency, intemperance, neglect of duty, violation of the school laws of the Commonwealth of Pennsylvania or improper conduct as set forth in Section 514 of the School Code or as may be otherwise allowed by law. The District will determine in its sole discretion whether to utilize progressive discipline in any given situation and, if so, the degree of discipline to impose.

V. INSURANCE BENEFITS

All full time, 12 month Confidential Employees are eligible for the benefits described in this Agreement through the District effective July 1 of each year or the first day of the month following the date of hire or date of eligible status.

All benefits described in this Agreement through the District shall terminate effective the last active day worked. Benefits shall be pro-rated accordingly.

The employee benefit information contained in this plan is only a brief summary of the benefits that the District offers. For a full explanation of particular benefits, the specific benefit plan documents should be consulted.

A group enrollment period shall be held each year in May. During this period, Confidential Employees may elect to enroll/disenroll and/or add/delete eligible dependents in the medical, prescription, dental, vision and/or option out plans. Coverage starts on July 1 that next follows the date of enrollment.

Other changes to your health care elections can be made during the plan year only if you have a qualifying change in employment or family status. Elections must be made within 31 days of the event.

Newly hired Confidential Employees must enroll in the medical, prescription, dental, vision and/or option out plan(s) within thirty-one (31) days following the date of eligibility. Otherwise, enrollment is subject to the group enrollment period or change in life event, as defined by the carrier.

Eligible dependents shall be defined as the employee’s spouse under a legally existing marriage and children including any stepchild, legally adopted child, a child placed for adoption, or any child whose coverage is the employee’s responsibility under the terms of a qualified release or court order. Dependent children may remain on their parent’s benefit plan up to the end of the month in which he/she turns 26, regardless of student status, tax dependent status, marital status, or residence.
The Board reserves the right to revisit the healthcare plans during the term of the agreement should laws such as the Patient Protection and Affordable Care Act (PPACA) and other relevant legislation necessitate a change.

Selection of the carrier for any and all benefit plans is the prerogative of the School Board and subject to change at any time.

A. **Health Benefit Packages**

During the term of this agreement, the District shall offer the following benefit packages with the exception that should another employee group make changes prior to the end of this Agreement, modifications may also be made herein. More detailed information can be found in the Benefit Summaries.

<table>
<thead>
<tr>
<th></th>
<th>PC 20/30/70 Package</th>
<th>PC 320 Package</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medical</strong></td>
<td>PC 20/30/70 or a comparable plan</td>
<td>PC 320 or a comparable plan</td>
</tr>
<tr>
<td><strong>Prescription</strong></td>
<td>$10/$25/$40/$100</td>
<td>$15/$30/$45/$100</td>
</tr>
<tr>
<td><strong>Dental</strong></td>
<td>100%/100%/100% - $1,500 PPO</td>
<td>100%/80%/50% - $1,000 PPO</td>
</tr>
<tr>
<td><strong>Vision</strong></td>
<td>Standard Plan – In Network Only</td>
<td>No Vision Coverage</td>
</tr>
</tbody>
</table>

B. **Employee Contributions**

The District offers an employer/employee cost share arrangement for selected medical, prescription, dental, and vision insurance. Such contributions shall be made through the District’s Cafeteria Plan on a before-tax basis to the extent allowed under Internal Revenue Service Code Section 125 and Related Regulations.

<table>
<thead>
<tr>
<th></th>
<th>PC 20/30/70 Package</th>
<th>PC 320 Package</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contribution Rate</strong></td>
<td>13%</td>
<td>10%</td>
</tr>
</tbody>
</table>

C. **Opt Out Provision**

During the open enrollment period, employees may annually elect not to participate in all of the District group plans and receive a $1,000 taxable payment in lieu of insurance coverages payable at $500 on the first pay period in December and $500 in the second pay of June. Opt-out must be for all lines of coverage (medical, prescription, dental, vision). Proof of other medical insurance coverage is required annually to select the opt-out provision. An employee covered as a dependent in any of the District’s group health plans will not be eligible to participate in the opt-out provision. Opting in or out of the plan at a time other than the open enrollment period will be limited to a change in life event. The waiver will continue to be offered if the waiver does not adversely impact the cost or result in penalties for the group plan when applied under the Affordable Care Act provisions. Should the opt-out provision negatively impact the District, the waiver payments will be discontinued.
VI. OTHER BENEFITS

A. *Life Insurance*

The District will pay the premium for life insurance coverage equal to one and one half times (1 ½) the annual salary rounded to the nearest thousand, for all full-time employees up to the maximum, including double indemnity for accidental death and dismemberment. Selection of the carrier is the prerogative of the Board.

B. *Voluntary Life Insurance (Optional)*

Full-time employees shall have the opportunity to purchase optional group life insurance coverage on a payroll deduction basis subject to the terms and conditions of the insurance company’s plan provisions. Employees may be required to submit medical evidence of insurability.

C. *Income Protection Insurance*

The District shall pay one hundred percent (100%) of the premium for group coverage for income protection for full-time confidential employees. Coverage is subject to the terms and provisions of the insurance carrier’s plan.

Monthly benefits, if a claim for disability benefits is approved by the carrier, shall be equal to sixty percent (60%) of basic earnings not to exceed $3,000 per month. Benefits begin after the greater of sixty (60) days or the exhaustion of accumulated sick leave, whichever is later.

Disability benefits payable may be reduced by other income benefits received per the carrier’s plan provisions.

D. *Executive Flexible Benefit Plan*

The District shall provide a source of funds equal to 2.5% to a maximum of $2,500 of the full-time employee’s annual base salary to reimburse the employee for eligible expenses he/she incurs in the course of each plan year. All reimbursements made by the Plan will be treated as taxable income to the participant. Any funds remaining in an Employee’s account at the end of the plan year will be forfeited.

E. *Flexible Spending Accounts*

The District offers the opportunity for full-time employees to elect both a Medical Spending Account and Dependent Care Spending Account. This benefit allows you to set aside pre-tax dollars to pay for out of pocket eligible healthcare and dependent care expenses. The plan year runs on the fiscal year and the plan has a use it or lose it stipulation.
• For Medical Spending, the minimum election is $120 and the maximum election is $2,400.
• For Dependent Care, the minimum election is $120 and the maximum election is $5,000.

F. **Tax Sheltered Annuities**

All employees may contribute to Tax Sheltered Annuities through payroll deduction. A list of District-approved providers can be obtained from the District Website.

After one year of service, the District will match each dollar that the employee contributes into any 403(b) account up to a maximum of one percent (1%) of the employee’s annual base salary per fiscal year.

The District may offer a Roth 403(b) option if applicable.

G. **Workers’ Compensation**

All employees are covered by Workers’ Compensation. An employee suffering a work-related injury must immediately report the injury to his/her immediate supervisor or a building nurse, the District’s Benefits Office and the District’s workers compensation carrier. The employee must complete an accident report and submit it to Human Resources within one (1) week of the incident. A workers compensation packet, including a list of the health care providers, will be given to the employee. The employee must treat with a panel provider for ninety (90) days from the date of the employee’s first visit. An instruction sheet and list of health care providers is posted in each building.

H. **Tuition Reimbursement**

Full time employees are eligible for tuition reimbursement. All credits must be job related and approved for tuition reimbursement in advance by the superintendent or designee. Tuition will only be reimbursed under this policy for the cost of classes in which the employee receives a grade of “B” or better. To receive reimbursement, the employee must be an active employee of the District at the time of reimbursement.

Tuition paid by employees for credits will be reimbursed at the rate of one hundred percent (100%) of the cost for the first six (6) credits per fiscal year. Tuition paid by employees for six (6) additional credits during the same fiscal year will be reimbursed at the rate of 75% of the tuition cost.

Part time employees will be reimbursed on a pro-rated basis.

In the event that an employee separates from employment for any reason, the employee shall be required to reimburse the District for the total amount of tuition reimbursement received for courses completed within one year of the date of employment separation.
I. **Conferences and Workshops**

Days spent attending conferences and workshops will be paid by the District with the prior written approval of the employee’s supervisor. The rate of pay for days spent attending conferences and workshops shall be at the employee’s regular non-overtime daily rate, less normal payroll deductions.

J. **Professional Organizations**

The District will pay the dues for each employee for one pre-approved national, state or local professional organization related to the employee’s position.

K. **Mileage Reimbursement**

When employees utilize private vehicles in conjunction with District-related activities and are so authorized by the District, they shall be reimbursed for the mileage so used at the prescribed rate approved for business expense deductions for Federal Income Tax purposes. The effective date for mileage reimbursement rate changes shall be in line with IRS guidelines.

VII. **RETIREMENT**

All qualifying employees must become members of the Public School Employees Retirement System (PSERS) per PSERS guidelines. Employees will have the appropriate percentage of their gross pay deducted and paid into the retirement system.

A. **Insurance Coverage for Retirees**

Upon retirement, an annuitant, along with his/her spouse, may choose to continue to participate, at his/her expense, in the District’s group health, dental, prescription drug and vision plans until age 65 as specified in Section 513 of the PA School Code.

An Annuitant is defined for purposes here as:

*A member of the Public School Employees’ Retirement System, who has taken superannuation retirement, has retired with 30 or more years of credited service or has taken disability retirement.*

For employees retiring at the minimum age of 55 and with 15 years of continuous satisfactory service in the District, the retiree will be eligible for 75% contribution toward single coverage in a community rated retiree group medical plan; i.e. PSERS Health Options Program, for up to five years after retirement. The retiree will be responsible for paying the insurance and submitting to the District to be reimbursed.
B. **Pay for Unused Sick Leave Upon Retirement**

Every employee who retires from the District and retires under the provisions of the PA School Employees’ Retirement System shall be paid $45 per day for each day of unused sick leave.

C. **Pay for Unused Personal Leave Upon Retirement**

Every employee who retires from the District and retires under the provisions of the PA School Employees’ Retirement System shall be paid $45 per day for each day of unused personal leave.

D. **Pay for Unused Vacation Leave Upon Retirement**

Payment for unused vacation days upon retirement will be at the employee’s regular non-overtime daily rate less normal payroll deductions.

E. **Death Benefit**

Any Confidential employee who dies while actively employed by the District shall receive the following payments to their beneficiary:

1. Vacation Days – Any accrued, but unused vacation days will be paid at the confidential employee’s hourly rate.
2. Sick Days – Any accrued, but unused sick days will be paid at $45 per day.
3. Personal Days – Any accrued, but unused personal days will be paid at $45 per day.