

BALDWIN-WHITEHALL SCHOOL DISTRICT

**ACT 93
ADMINISTRATIVE AND SUPERVISORY PERSONNEL**

**COMPENSATION/BENEFIT POLICY
JULY 1, 2021 through JUNE 30, 2026**



BOARD APPROVED: MAY 12, 2021

I. DURATION OF POLICY

The Term of this Policy shall be effective July 1, 2021 through June 30, 2026 unless otherwise modified by the Board of School Directors.

II. APPLICATION OF POLICY

The Policy shall apply to the following personnel/category:

A. Group 1: Educational Administrators/Supervisors

Assistant Elementary School Principal
Assistant High School Principal
Assistant High School Principal/Athletic Coordinator
Assistant Middle School Principal
Athletic Coordinator
Behavior Intervention Specialist
Coordinator of Student Engagement
Director of Communication, Innovation and Advancement
Director of Elementary Education
Director of Employee Services
Director of Secondary Education
Director of Student Services
Elementary Principal
High School Principal
Middle School Principal
Psychologist

B. Group 2: Non-Educational Administrators/Supervisors

Accountant
Assistant Facilities Manager
Assistant Food Services Director (195 Day Employee)
Assistant Transportation Manager
Cafeteria Manager (195 Day Employees)
Director of Safety and Security
Facilities Manager
Food Services Director
Information Systems Manager
Manager of Technology Services
Network Administrator
School Police Officer (185 Day Employee)
Transportation Manager
Technology Integration Specialist

III. COMPENSATION

Beginning with the 2021-22 school year, a salary range shall be established by the District for each position with the goal of creating positional equity across the agreement. The range has been identified through analysis of comparable districts and positions within the region, as well as a value assigned to each position within the District. This range shall be in effect for the length of this agreement and shall establish a desired minimum salary, a target salary, and salary cap (maximum salary) The target shall be increased by 2.5% for each subsequent year of the agreement.

An Act 93 member's base salary for each school year shall be compared annually to the target for the subsequent year with raises assigned in the following manner:

Less than 95% of the Target – 4% Raise
95% to 104.9% of the Target – 3% Raise
105% to 109.9% of the Target – 2% Raise
Maximum Salary (110% of Target and Above) – 1% Raise

For any employee with a minimum of 3 years' experience in the position they are currently assigned that earns less than 90% of the target once the annual raise is applied, and is rated proficient or distinguished, annual adjustments shall be made to salary, not to exceed \$5,000, in order to achieve the 90% level.

New employees will be placed within that range dependent upon experience, education or other desirable attributes at the sole discretion of the Superintendent and subject to the approval of the Board of School Directors.

Any new employee hired during the year that this policy is in effect and is not employed with the District for one full academic school year (July 1- June 30) will receive a prorated portion of the salary increase based upon percentage of the work year completed by June 30th of that year.

The Board of School Directors upon the recommendation of the Superintendent may make individual salary adjustments.

All employee salaries shall be compliant with the Fair Labor Standards Act effective December 1, 2016.

IV. OVERTIME

Any employee considered to be Salary/Non Exempt shall be eligible for overtime.

- A. Overtime Defined
Overtime hours shall be defined for Salary/Nonexempt employees as any hours worked in excess of forty (40) hours within a seven-day workweek. Leaves of absence for sick, personal, vacation, holiday, bereavement and legal reasons do not count as hours worked for computation of overtime.
- B. Payment
A Salary/Nonexempt employee shall be paid at one and one-half (1-1/2) times the regular hourly rate for the position for all hours worked in excess of forty (40) during the seven-day workweek as defined.
- C. Overtime Approved
The employee's supervisor shall approve all overtime prior to the employee working.

V. EVALUATION

- A. Educational Administrators:
Each Act 93 employee shall be evaluated annually by the Superintendent or designee in accordance with School Code requirements for administrative evaluations. Any Act 93 Employee who is an Educational Administrator who receives an overall needs improvement or failing evaluation shall not receive a salary increase until rated proficient or distinguished.
- B. Non-Educational Administrators:
Each Act 93 employee shall be evaluated annually by his/her Supervisor, in consultation with the Superintendent. Any Act 93 Employee who receives an unsatisfactory evaluation shall not receive a salary increase until rated satisfactory.
- C. Discipline:
Any Act 93 employee that is recipient of documented discipline related to performance of responsibilities rising to the level of unpaid suspension shall not receive a salary increase in the subsequent fiscal year.

VI. PAID LEAVES OF ABSENCE

- A. Sick Leave
 - 1. Entitlement
Whenever an employee is prevented by illness from following his/her occupation, the school district shall pay to said employee, for each day of

absence, the full salary to which he/she may be entitled as if said employee were actually engaged in the performance of duty for the periods as set forth below:

Twelve-month Employees:	12 days per year
Ten-month Employees:	10 days per year

2. Cumulative Sick Leave

Any such unused sick leave shall be cumulative from year to year and may be used in whole or in part in any school year as needed.

3. Care for Immediate Family

Employees may use sick days to care for the illness, injury, or disability of the employee's spouse, parent or child. The District may require reasonable proof of the family member's illness, injury or disability.

4. Extended Sick Leave

After an employee's accumulated sick leave is exhausted in any school year and five (5) additional consecutive work days of absence elapse because of sickness or accident for which no pay is received and the absence continues for same illness or accident, the Employer will extend sick leave pay for an additional twenty-five (25) consecutive working days. For any subsequent events, where an employee exhausts paid sick leave and ten (10) additional consecutive work days of absence elapse because of sickness or accident for which no pay is received and the absence continues for same illness or accident the Employer will extend sick leave pay for an additional twenty (20) consecutive working days. The Employer may require the employee to provide timely certification from his/her health care provider as to the matters related to eligibility for commencement, continuance and return from leave. An employee shall not qualify for extended sick leave until the completion of three (3) years of service with the District.

B. Personal Leave Days

1. Entitlement

Each employee shall be granted three (3) non-cumulative personal leave days per year.

2. Notification/Limitation

The Supervisor must be given forty-eight (48) hours notice of such absence, unless it is of an emergency nature for which the employee provides an acceptable explanation.

3. Reasons for Use
Personal leave will be granted for personal, legal, business, household or family matters which require absence during the employee's work day.
4. Unused Leave
Unused personal leave days shall be added to an employee's accumulated sick leave at the end of each school term.
5. Consecutive Use
A maximum of two (2) personal days leave may be used consecutively in any one school year. Exceptions may be granted by the Superintendent for emergency conditions or circumstances beyond the control of the employee. The decision of the Superintendent shall be final on all such requests.
6. Sick Leave Conversion
During any school year, an employee may convert not more than three (3) sick leave days to be used as personal leave days. Such days shall be used only for the purpose of personal or family emergencies.

C. Bereavement Leave

1. Immediate Family
Whenever an employee is absent from work because of a death in the immediate family of said employee, there shall be no deduction in the salary of said employee for an absence from the day of the death to the morning of the second day following the funeral for those days on which work was available. Such absence shall not exceed five (5) consecutive work days. Immediate family shall include father, mother, spouse, child, brother, sister, parent-in-law, grandchild, near relative who resides in the employee's household, or any person with whom the employee has made his home.
2. Near Relative
Whenever an employee is absent from work because of a death of a near relative, there shall be no deduction in salary of said employee for an absence not to exceed three consecutive work days including the day of the funeral. Near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.
3. Delayed Use.
With the approval of the Superintendent, the employee may delay taking allotted bereavement days if the funeral or memorial service will not occur during the normal bereavement period after the death.

D. Vacation Leave

1. Entitlement

- a. Group 1 Educational Administrators/Supervisors: Full time employees (12 months) in Group 1 shall be entitled to vacation leave. Employees will be credited with twenty (20) vacation days as of July 1 of each year.
- b. Group 2 Non Educational Administrators/Supervisors hired prior to July 1, 2016: Full time employees (12 months) in Group 2 hired prior to July 1, 2016, shall be entitled to twenty (20) vacation days, credited as of July 1 of each year.
- c. Group 2 Non Educational Administrators/Supervisors hired as of December 1, 2016: Full time employees (12 months) in Group 2 hired as of December 1, 2016 shall be entitled to vacation leave, credited as of July 1 of each year, as follows:

- i. Director of Safety and Security, Facilities Manager, Food Service Director, Transportation Manager

Twenty (20) Days

- ii. Accountant, Assistant Facilities Manager, Assistant Transportation Manager, Information Systems Manager, Manager of Technology Services, Network Administrator, Technology Integration Specialist,

Ten (10) Days: during the first fiscal year of service (prorated)

Fifteen (15) Days: from the beginning of the second (2nd) fiscal year of service through the fifth (5th) fiscal year of

Twenty (20) Days: at the beginning of the sixth (6th) fiscal year of service

2. Longevity Vacation Allotment

Full time employees in Group 1 and Group 2 shall be credited with additional vacation leave for longevity of service within the District as follows:

10 Years of Service – 1 additional day (21 days total)
15 Years of Service – 1 additional day (22 days total)
20 Years of Service – 1 additional day (23 days total)
25 Years of Service – 1 additional day (24 days total)
30 Years of Service – 1 additional day (25 days total)

3. Use of Vacation
Except as provided herein, vacation days which are earned each year by an employee must be used during the time period from July 1 of the year in which such days are credited through June 30 of the following year. An employee may receive compensation for a maximum of five (5) unused vacation days per year at his or her daily rate. Any additional vacation days not used will be added to the employee's accumulated sick leave at the end of each school term. Vacation time will not accrue from year to year.
4. Paid Holidays
Holidays designated in Section E of this Policy which occur during an employee's vacation period will not be charged against the employee's vacation entitlement.
5. Scheduling
Employees should provide as much notice as reasonably possible of scheduled vacation dates, and at least one (1) week notice in every case. The vacation dates selected will be subject to the approval of the Superintendent of Schools. Denial of vacation leave, complete with detailed reason for denial, will be given to the employee in written format (including email).
6. Vacation at Employment Severance
Upon resignation, retirement, discharge or death, all vacation time to which the employee is entitled under this paragraph will be granted as salary payment to the employee or the employee's estate at the time of separation from the District. Vacation entitlement under this paragraph will include any vacation days earned and not utilized during the current year and will be prorated based on the employee's length of employment during the year of severance. The vacation days will be paid at the employee's prorated daily salary rate at the time of separation. Employees working less than the full work year will be responsible to reimburse the District for any vacation days used in excess of the prorated portion of the year worked.

E. Holiday Leave

1. Entitlement

Full time Employees (12 months) shall be entitled to the following holidays without reduction in salary:

New Year's Day
Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Day before Christmas (Christmas Eve)
Christmas Day
Day after Christmas
Day before New Year's Day (New Year's Eve)

2. Holiday on Weekend

If the holiday falls on a Saturday, the employee will have the preceding Friday off. If the holiday falls on a Sunday, the employee will have the following Monday off.

3. Work on a Holiday

If an employee is required by their supervisor to work on a holiday, then that employee will be given a floating holiday, scheduled with their supervisor's prior approval.

VII. UNPAID LEAVES OF ABSENCE

A. Eligibility

Regular full-time employees who have been employed by the District for at least one year may be granted an unpaid leave of absence. Unpaid leaves of absence under this section may be granted upon recommendation of the Superintendent at the discretion of the Board of School Directors.

B. Compensation and Benefits

The period of leave shall be without compensation. The employee may continue fringe benefits during the period of leave as specified in the Continuance of Benefits Section of this Policy. Sick leave and other rights and benefits shall not accrue during the period of personal leave.

- C. Re-employment
Upon return from leave the employee shall be assigned to the same position held before the leave, or to an equivalent position with regard to pay and skill.
- D. Duration
Employees, upon request, shall be granted a leave of absence without pay for a period not to exceed the end of the school year (June 30th). No extensions for an unpaid leave of absence under the provisions of this section shall be granted except that an employee may request an extension of not more than six (6) months (December 31st) for the purposes of child care, child rearing, or disability.
- E. Notification
At least sixty (60) days in advance of the requested commencement date, the employee shall submit written notification to the Superintendent stating the commencement date and anticipated return date of the leave. Written notification of intention to return from leave likewise shall be submitted to the Superintendent at least (60) days in advance of the anticipated return date.
- Failure to give the required notification of intention to return shall constitute resignation from employment.
- If the specific circumstances have made it impossible for the employee to anticipate the need for and/or duration of the leave, strict adherence to the notification time limits shall be waived to the extent required in such circumstances. The employee shall notify his immediate supervisor of any modification in the anticipated duration of the leave.
- F. Unpaid Emergency Leave of Absence
An employee may be granted a short term leave of absence without pay for emergency reasons or to attend events which must be scheduled when the employee is scheduled to work. Such requests shall be submitted in writing to the Superintendent of Schools or his/her designee at least one week prior to the date of the leave of absence. For emergency reasons, this notification requirement may be waived. The decision of the Superintendent shall be final on such requests submitted under the provisions of this Section.

VIII. FAMILY AND MEDICAL LEAVE

Act 93 employees shall be entitled to Family and Medical Leave of Absence in accordance with the provisions of School District Policy 335.

IX. ASSAULT AND PERSONAL INJURY LEAVE

A. Eligibility

An employee who is required to be absent from duty due to an injury incurred on the job by reason of an altercation that occurred between the Employee and a student or between the Employee and an adult in the district, the Employee may be entitled to full salary for the period of disability up to seven (7) calendar days, provided that the Employee applies for Workers' Compensation. If the Employee receives Workers' Compensation benefits from the District's Workers' Compensation insurance carrier, the Employee shall be liable to the District for the Workers' Compensation payments received for the seven-day period of disability. Any loss of workdays as a result of such an assault arising out of such an altercation shall not be charged against the said Employee's accumulated sick leave days. The District reserves the right to require certification of said disability by a physician of the District's choice.

B. Substantiation

If a claim of an Employee is denied by the Workers' Compensation insurance carrier, the provisions of this article shall be null and void. If the Employee has engaged in willful misconduct, reckless conduct or persistent negligence with respect to the event that produced the physical injuries, the leave shall not be granted. The Superintendent shall have the discretion to grant the assault leave described under these paragraphs, which shall be final.

X. BENEFITS

A. Benefit Option Plan

1. Time Period

For the period beginning on July 1, 2021 and continuing through the life of this Policy, the Employer shall provide a medical insurance benefit option plan (hereinafter referred to as "Benefit Option Plan") as set forth in this section.

2. Medical Insurance Options

The Employer shall provide to the employees such medical insurance options under the Benefit Option Plan in accordance with the terms and conditions as set forth below:

- a. The Allegheny County Schools Health Insurance Consortium managed care plans (hereinafter referred to as "managed care plans") in effect on July 1, 2021 shall be offered. Additional,

modified, and/or alternative managed care plans may be offered during the term of this Policy as the same become available through the Insurance Consortium.

- b. The Employer also may offer such other managed care plan options as it deems feasible; e.g., HMO plans, POS plans, PPO, and EPO plans. These may be in addition to those offered by the Insurance Consortium.

3. Eligible Permanent Employees

All permanent employees as defined in this Policy shall be eligible to enroll in one of the medical insurance options and to receive a monthly payment by the Employer toward costs of said insurance subject to the provisions set forth in Paragraph 5 of this section.

4. Dual Coverage

In the event that both spouses are employees of the District, only one such employee shall be entitled to subscribe under the Benefit Option Plan.

5. Selection of Plans

a. Period of Selection

Each participating employee shall select a medical insurance plan during the enrollment period as set forth by the Employer. The length of the period of the enrollment shall be determined by the Employer in conjunction with the insurance provider(s).

b. Types of Coverage

The participating employee shall select the type of coverage which may be required by the insurance provider: e.g., individual, spousal, parent and child, parent and children, or family. Such levels of coverage shall be determined by the insurance provider(s).

c. Change of Coverage

For the purpose of this benefit, the employee shall select the type of benefit plan coverage and provide notification to the proper department no later than the fifth day of the preceding month for benefit plan coverage on the first day of the following month. Notification of changes in the employee's family status shall be reported to the proper department no later than the fifth of the month for changes effective on the first day of the following month.

6. Premium Payments

a. District Payments

For all eligible employees, the Employer shall pay an amount not to exceed the monthly premiums for Community Blue Flex EPO Plan (or AIU replacement plan if applicable) offered through the AIU Insurance Consortium. At their option, eligible employees may elect coverage under the Community Blue Flex PPO by paying the full amount of the difference between the premium costs for the Community Blue Flex EPO and the Community Blue Flex PPO.

b. Employee Payments

Each employee who elects a medical insurance plan shall pay to the District through payroll deduction the following amounts for the lowest cost plan available:

<u>Salary Range</u>	<u>Percent of Premium</u>
0 to \$50,000	5%
\$50,001 to \$60,000	6%
\$60,001 to \$70,000	7%
\$70,001 to \$80,000	8%
\$80,001 to \$90,000	9%
\$90,001 or more	10%

The employee may select a higher cost plan as available by paying the full difference in cost.

B. Dental Insurance

1. Time Period

For the period beginning on July 1, 2021 and continuing through the term of this Policy, the Employer shall provide a dental insurance benefit plan as set forth in this Section.

2. Eligible Permanent Employees

All permanent employees in compensable status shall be eligible to enroll in the dental insurance program with the monthly premiums paid by the Employer of said insurance subject to the provisions hereinafter set forth:

a. Types of Coverage

Each employee shall select either individual or family type coverage.

- b. Change of Coverage
For the purpose of this benefit, the employee shall select the type of benefit plan coverage and provide notification to the proper department no later than the fifth day of the preceding month for benefit plan coverage on the first day of the following month. Notification of changes in the employee’s family status shall be reported to the proper department no later than the fifth of the month for changes effective on the first day of the following month.
 - c. Dual Coverage
In the event that both spouses are employees of the district, only one such employee shall be entitled to subscribe under this plan.
 3. Plan Provider and Coverage.
For such dental insurance coverage, the Employer shall have the sole responsibility for selection of the carrier(s) and the establishment of the program coverage. The employees shall be provided information prior to any change of carriers or program coverage. All coverage under the dental insurance program shall be made in accordance with the regulations of the insurance provider.
- C. Vision Insurance
 1. Time Period
For the period beginning on July 1, 2021 and continuing through the term of this Policy, the Employer shall provide a vision insurance benefit plan as set forth in this Section.
 2. Eligible Permanent Employees
All permanent employees in compensable status shall be eligible to enroll in the vision insurance program with the monthly premiums paid by the Employer for said insurance subject to the provisions hereinafter set forth:
 - a. Types of Coverage
Each employee shall select either individual or family type coverage.
 - b. Change of Coverage
For the purpose of this benefit, the employee shall select the type of benefit plan coverage and provide notification to the proper department no later than the fifth day of the preceding month for benefit plan coverage on the first day of the following month. Notification of changes in the employee’s family status shall be

reported to the proper department no later than the fifth of the month for changes effective on the first day of the following month.

c. Dual Coverage

In the event that both spouses are employees of the district, only one such employee shall be entitled to subscribe under this plan.

3. Plan Provider and Coverages.

For such vision insurance coverage, the Employer shall have the sole responsibility for selection of the carrier and the establishment of the program coverages. The employees shall be provided information prior to any change of carriers or program coverages. All coverages under the vision insurance plan shall be made in accordance with the regulations of the insurance provider.

D. Health Insurance Waiver

Effective beginning July 1, 2021, an employee may waive the benefits provided in this section and will instead receive on a prorated basis, a sum equal to the schedule below:

<u>Type of Coverage</u>	<u>Medical</u>	<u>Dental</u>	<u>Vision</u>	<u>Total/Month</u>	<u>Total/Annual</u>
<u>Single</u>	\$131	\$9	\$2	\$142	\$1,704
<u>Parent and Child</u>	\$292	\$32	\$4	\$328	\$3,936
<u>Parent and Children</u>	\$322	\$32	\$4	\$358	\$4,296
<u>Spousal</u>	\$355	\$32	\$4	\$391	\$4,692
<u>Family</u>	\$369	\$32	\$4	\$405	\$4,860

This sum, to be paid in lieu of the benefits of sections A, B, and C of this article, shall be paid in the last paycheck in June of each year and shall be prorated if for less than 12 months. For part-time employees, the sum shall be prorated based on the proportion of the normal work day for which the employee is employed.

If an employee’s spouse is eligible for insurance coverage through the school district, the spouse shall only be entitled to coverage through one partner and shall not be eligible for the waiver set forth above. Coverage will be provided through the partner whose birthday is closest to, but not before, January 1. In the event that the partner whose birthday is closest to January 1 is on an approved leave of absence resulting in the cessation of District paid health insurance benefits due to a life event as defined in the following paragraph, the District paid health

insurance coverage will be assumed by the employed spouse during said approved leave of absence.

Employees who waive the benefits of this section may rejoin the plan, effective with the beginning of the following month for life event reasons, such as the death, lay-off, discharge, or other loss of benefits by a person on whom the employee was relying for benefits, marriage, birth or adoption of a child, or where a divorce or separation is shown to cause the cessation of benefits to the employee. Any employee may change his/her coverage selections during the annual open enrollment period with such change becoming effective on the following July 1.

E. Life Insurance

1. Coverage for Permanent Employees

Beginning on July 1, 2021 and continuing throughout the term of this Policy, the Employer shall provide to each permanent employee a group term life insurance policy in the face amount of one hundred thousand dollars (\$100,000).

2. Purchase Options.

Eligible employees may also, at their own expense through payroll deductions, purchase additional life insurance in blocks of ten thousand dollars (\$10,000) of life insurance at the school district's premium rates. This provision is subject to the regulations established by the insurance carrier.

F. Section 125 Plans

The Employer shall establish a premium conversion plan in accordance with the provisions of Section 125 of the Internal Revenue Code. Employees may voluntarily participate in dependent care assistance and healthcare reimbursement accounts in accordance with the provisions of Section 125 of the Internal Revenue Code.

G. Liability Insurance

The Employer shall pay the premiums in effect to provide employees with liability insurance for covered acts and occurrences in connection with the employees' district employment in the amount of one million dollars (\$1,000,000.00), together with a ten million dollar (\$10,000,000.00) umbrella with a deductible of one thousand dollars (\$1,000.00) for each loss.

H. Mileage Reimbursement

Employees who must, due to the manner of their assignments, use private means of transportation to accomplish their duties, will be reimbursed for the travel at

the rate as established by the Internal Revenue Service. Such rate will become effective on January 1 of each year of this Policy. All such travel and requests for reimbursement must be approved by the Superintendent of Schools.

I. Educational/Credit Expenses

1. Eligibility

All employees shall be eligible to receive reimbursement for each previously approved graduate credit and/or in-service credit beginning with the fall academic semester and continuing through the summer academic semester of each year. Undergraduate courses will be approved if considered of special value in presenting subjects currently being offered in any one year.

A maximum of \$625.00 per credit (a maximum of 15 credits shall be reimbursed in any one year) and/or a maximum of \$625.00 for all certifications for any one year.

2. Approval

The employee shall submit a request for approval prior to beginning any course.

3. Reimbursement Eligibility

In order to be eligible for reimbursement, the employee must pass the course with the equivalent of a “B” grade or better. If a course is non-graded, a “pass” will be considered equivalent to a grade of “B” or better. It shall be the employee’s responsibility to provide the necessary grade reports and other documentation in order to be eligible for reimbursement.

4. Exclusion

Course credits obtained through scholarships, federal programs, or any other means for which actual tuition is not made by the employee cannot be claimed for reimbursement under this benefit.

5. Credit Maximum

A maximum of fifteen (15) credits will be reimbursed in any one year.

6. Separation from the District

When an employee, who has received tuition reimbursement leaves the District for other employment, the individual will reimburse the District for reimbursements as follows. 100% of the total payment made during the previous 24 months and an additional 75% of any payments made within the previous 25 to 36 months. If an employee leaves after three full fiscal years, there will be no obligation to reimburse the District.

J. Retirement Allowance

1. Sick Leave Allowance

An employee who retires after attaining a 10-year minimum service to the Baldwin-Whitehall School District shall be entitled to receive, as additional compensation payable at the time of retirement, an amount computed by multiplying the number of such employee's unused accumulated sick leave days as follows:

Minimum of 10 Years of Service – up to a maximum of 70 days by \$60 per day

Minimum of 15 Years of Service – up to a maximum of 100 days by \$80 per day

Minimum of 20 Years of Service – up to a maximum of 130 days by \$100 per day

Minimum of 25 Years of Service – up to a maximum of 160 days by \$120 per day

Minimum of 30 Years of Service – up to a maximum of 180 days by \$140 per day

The payment shall be deposited in a 401(a), 403(b), or 457(b) plan of the employee's choice.

2. Benefit Continuation

The District shall provide a retirement benefit for those eligible as defined by PSERS during the term of this agreement under the following conditions:

a. On or before January 31st of the year the employee plans to retire, he/she must submit an irrevocable notice of intention to retire at the conclusion of that school year. Employees may retire at semester break; however in this case, the irrevocable letter of intent must be received by November 15th.

b. Eligible plans include the District's approved and sponsored medical plans as described in Section A, Paragraph 6.a for active Act 93 employees. Levels of coverage include Individual, Current Spousal, Employee/Child(ren). Family Coverage may be purchased with the retired employee covering the difference in cost between the qualifying monthly costs as compared to the desired purchase cost.

In all cases, the retiree is responsible for all deductibles and co-pays in the medical plan as well as any increase in premium beyond those in effect at the time of retirement. Failure to make such payments upon the part of the retiree will result in termination of the benefit with no further liability of any kind whatsoever to the District.

- c. Employees electing to retire under this retirement benefit shall have the following benefits in addition to those set forth in paragraph 1 of this section.
 - i. Group 1 Employees – An employee with a minimum of ten (10) years of service to the District shall receive one (1) year of health insurance coverage for every 5 years of service to the District for a maximum of six (6) years or the employee and/or spouse reaches age 65 or the employee has similar benefits available from any other source, whichever comes first.
 - ii. Group 2 Employees – An employee with a minimum of ten (10) years of service to the District shall receive one (1) year of health insurance coverage for every 5 years of service to the District for a maximum of five (5) years or the employee and/or spouse reaches age 65 or the employee has similar benefits available from any other source, whichever comes first.
 - iii. In lieu of benefits identified in Paragraphs (i) and (ii), employees in Groups 1 and 2 with a minimum of ten (10) years of service to the District shall receive \$6,000 for every five (5) years of service to the District for a maximum of \$30,000 with funds to be deposited in a 401(a), 403(b), or 457(b) plan of the employee's choice.

K. Continuance of Benefits

Employees who are on unpaid leaves of absence or those who have retired and are receiving benefits from the Public School Employees Retirement System (PSERS), may continue the benefits at the group rate for medical, dental, and vision coverages offered under the District's program by delivering the premiums for the above plan to the proper department on or before the tenth of the month preceding the month the premium is due. If the premium has not been received by the above stated deadline, that in itself will be proof that the employee chooses

to withdraw from the plan. This benefit does not apply to employees who have retired before July 1, 1977.

- L. Professional Organization Dues
The Employer shall pay, for each administrator or supervisor, membership dues in professional educational organizations not to exceed \$625 per year.
- M. Cell Phone Allowance
The Employer will provide reimbursement for up to \$35 monthly/\$420 annually for employee cell phones charges. The employee must furnish appropriate documentation and payment will be made semiannually (December/June). It is also expected that employees are available by phone during normal business hours or for emergency situations as needed.

XI. MISCELLANEOUS PROVISIONS

- A. Payroll Deductions
The Employer shall provide payroll deductions for employees for the following programs:
 - Medical Insurance
 - Additional Life Insurance
 - Voluntary Benefits
 - IRS Section 125 Plans
 - Tax Sheltered Annuities, as selected by the Employer
 - Alcose Credit Union
- B. Worker's Compensation
The Employer shall have the right to exercise its rights under the provisions of the Pennsylvania Workers' Compensation Act as amended by posting a list of preferred physicians to treat employees for non-emergency work related injuries. The employee shall be required to visit one of the physicians so designated and shall continue to visit the same or another designated physician for a period of ninety (90) days from the date of the first visit. Subsequent treatment may be provided by a physician of the employee's own choice. Any employee who, following the termination of the ninety (90) day period, is provided treatment from a physician who is not one of the designated physicians shall notify the Employer within five (5) days of the first visit to said physician.
- C. Supplemental Contracts
Employees covered within this agreement are not permitted to hold paid supplemental positions within the District without Superintendent approval.

Baldwin-Whitehall School District
 Act 93 – Administrative and Supervisory Personnel
 Compensation/Benefit Policy

Appendix A –2021-22 Salary Schedule

Position	2021-2022 School Year					
	Minimum Salary	90%	95%	Target	105%	Maximum Salary
Education Director	\$ 100,000	\$ 112,500	\$ 118,750	\$ 125,000	\$ 131,250	\$ 137,500
Coordinator of Student Engagement	\$ 88,000	\$ 99,000	\$ 104,500	\$ 110,000	\$ 115,500	\$ 121,000
High School Principal	\$ 96,000	\$ 108,000	\$ 114,000	\$ 120,000	\$ 126,000	\$ 132,000
Middle School Principal	\$ 92,000	\$ 103,500	\$ 109,250	\$ 115,000	\$ 120,750	\$ 126,500
Elementary School Principal	\$ 88,000	\$ 99,000	\$ 104,500	\$ 110,000	\$ 115,500	\$ 121,000
High School Assistant Principal	\$ 80,000	\$ 90,000	\$ 95,000	\$ 100,000	\$ 105,000	\$ 110,000
Middle School Assistant Principal	\$ 80,000	\$ 90,000	\$ 95,000	\$ 100,000	\$ 105,000	\$ 110,000
Elementary School Assistant Principal	\$ 72,000	\$ 81,000	\$ 85,500	\$ 90,000	\$ 94,500	\$ 99,000
Athletic Coordinator	\$ 80,000	\$ 90,000	\$ 95,000	\$ 100,000	\$ 105,000	\$ 110,000
Psychologist/Behavior Specialist	\$ 59,040	\$ 66,420	\$ 70,110	\$ 73,800	\$ 77,490	\$ 81,180
Accountant	\$ 52,000	\$ 58,500	\$ 61,750	\$ 65,000	\$ 68,250	\$ 71,500
Assistant Transportation Manager	\$ 52,000	\$ 58,500	\$ 61,750	\$ 65,000	\$ 68,250	\$ 71,500
Assistant Facilities Manager	\$ 52,000	\$ 58,500	\$ 61,750	\$ 65,000	\$ 68,250	\$ 71,500
Assistant Food Services Director (195 Days)	\$ 39,000	\$ 43,875	\$ 46,313	\$ 48,750	\$ 51,188	\$ 53,625
Cafeteria Manager (195 days)	\$ 32,000	\$ 36,000	\$ 38,000	\$ 40,000	\$ 42,000	\$ 44,000
Food Services Director	\$ 68,000	\$ 76,500	\$ 80,750	\$ 85,000	\$ 89,250	\$ 93,500
Facilities Manager	\$ 68,000	\$ 76,500	\$ 80,750	\$ 85,000	\$ 89,250	\$ 93,500
Transportation Manager	\$ 68,000	\$ 76,500	\$ 80,750	\$ 85,000	\$ 89,250	\$ 93,500
Manager Technology Services	\$ 68,000	\$ 76,500	\$ 80,750	\$ 85,000	\$ 89,250	\$ 93,500
Information Systems Manager	\$ 56,000	\$ 63,000	\$ 66,500	\$ 70,000	\$ 73,500	\$ 77,000
Network Systems and Information Specialist	\$ 64,000	\$ 72,000	\$ 76,000	\$ 80,000	\$ 84,000	\$ 88,000
Technology Integration Specialist	\$ 42,400	\$ 47,700	\$ 50,350	\$ 53,000	\$ 55,650	\$ 58,300
Director of Safety/Security	\$ 52,000	\$ 58,500	\$ 61,750	\$ 65,000	\$ 68,250	\$ 71,500
School Police Officer (185 days)	\$ 34,400	\$ 38,700	\$ 40,850	\$ 43,000	\$ 45,150	\$ 47,300

Baldwin-Whitehall School District
 Act 93 – Administrative and Supervisory Personnel
 Compensation/Benefit Policy

Position	2022-2023 School Year					
	Minimum Salary	90%	95%	Target	105%	Maximum Salary
Education Director	\$ 102,500	\$ 115,313	\$ 121,719	\$ 128,125	\$ 134,531	\$ 140,938
Coordinator of Student Engagement	\$ 90,200	\$ 101,475	\$ 107,113	\$ 112,750	\$ 118,388	\$ 124,025
High School Principal	\$ 98,400	\$ 110,700	\$ 116,850	\$ 123,000	\$ 129,150	\$ 135,300
Middle School Principal	\$ 94,300	\$ 106,088	\$ 111,981	\$ 117,875	\$ 123,769	\$ 129,663
Elementary School Principal	\$ 90,200	\$ 101,475	\$ 107,113	\$ 112,750	\$ 118,388	\$ 129,663
High School Assistant Principal	\$ 82,000	\$ 92,250	\$ 97,375	\$ 102,500	\$ 107,625	\$ 112,750
Middle School Assistant Principal	\$ 82,000	\$ 92,250	\$ 97,375	\$ 102,500	\$ 107,625	\$ 112,750
Elementary School Assistant Principal	\$ 73,800	\$ 83,025	\$ 87,638	\$ 92,250	\$ 96,863	\$ 101,475
Athletic Coordinator	\$ 82,000	\$ 92,250	\$ 97,375	\$ 102,500	\$ 107,625	\$ 112,750
Psychologist/Behavior Specialist	\$ 60,516	\$ 68,081	\$ 71,863	\$ 75,645	\$ 79,427	\$ 83,210
Accountant	\$ 53,300	\$ 59,963	\$ 63,294	\$ 66,625	\$ 69,956	\$ 73,288
Assistant Transportation Manager	\$ 53,300	\$ 59,963	\$ 63,294	\$ 66,625	\$ 69,956	\$ 73,288
Assistant Facilities Manager	\$ 53,300	\$ 59,963	\$ 63,294	\$ 66,625	\$ 69,956	\$ 73,288
Assistant Food Services Director (195 Days)	\$ 39,975	\$ 44,972	\$ 47,470	\$ 49,969	\$ 52,467	\$ 54,966
Cafeteria Manager (195 days)	\$ 32,800	\$ 36,900	\$ 38,950	\$ 41,000	\$ 43,050	\$ 45,100
Food Services Director	\$ 69,700	\$ 78,413	\$ 82,769	\$ 87,125	\$ 91,481	\$ 95,838
Facilities Manager	\$ 69,700	\$ 78,413	\$ 82,769	\$ 87,125	\$ 91,481	\$ 95,838
Transportation Manager	\$ 69,700	\$ 78,413	\$ 82,769	\$ 87,125	\$ 91,481	\$ 95,838
Manager Technology Services	\$ 69,700	\$ 78,413	\$ 82,769	\$ 87,125	\$ 91,481	\$ 95,838
Information Systems Manager	\$ 57,400	\$ 64,575	\$ 68,163	\$ 71,750	\$ 75,338	\$ 78,925
Network Systems and Information Specialist	\$ 65,600	\$ 73,800	\$ 77,900	\$ 82,000	\$ 86,100	\$ 90,200
Technology Integration Specialist	\$ 43,460	\$ 48,893	\$ 51,609	\$ 54,325	\$ 57,041	\$ 59,758
Director of Safety/Security	\$ 53,300	\$ 59,963	\$ 63,294	\$ 66,625	\$ 69,956	\$ 73,288
School Police Officer (185 days)	\$ 35,260	\$ 39,668	\$ 41,871	\$ 44,075	\$ 46,279	\$ 48,483

Baldwin-Whitehall School District
 Act 93 – Administrative and Supervisory Personnel
 Compensation/Benefit Policy

Position	2023-2024 School Year					
	Minimum Salary	90%	95%	Target	105%	Maximum Salary
Education Director	\$ 105,063	\$ 118,195	\$ 124,762	\$ 131,328	\$ 137,895	\$ 144,461
Coordinator of Student Engagement	\$ 92,455	\$ 104,012	\$ 109,790	\$ 115,569	\$ 121,347	\$ 127,126
High School Principal	\$ 100,860	\$ 113,468	\$ 119,771	\$ 126,075	\$ 132,379	\$ 138,683
Middle School Principal	\$ 96,658	\$ 108,740	\$ 114,781	\$ 120,822	\$ 126,863	\$ 132,904
Elementary School Principal	\$ 92,455	\$ 104,012	\$ 109,790	\$ 115,569	\$ 121,347	\$ 127,126
High School Assistant Principal	\$ 84,050	\$ 94,556	\$ 99,809	\$ 105,063	\$ 110,316	\$ 115,569
Middle School Assistant Principal	\$ 84,050	\$ 94,556	\$ 99,809	\$ 105,063	\$ 110,316	\$ 115,569
Elementary School Assistant Principal	\$ 75,645	\$ 85,101	\$ 89,828	\$ 94,556	\$ 99,284	\$ 104,012
Athletic Coordinator	\$ 84,050	\$ 94,556	\$ 99,809	\$ 105,063	\$ 110,316	\$ 115,569
Psychologist/Behavior Specialist	\$ 62,029	\$ 69,783	\$ 73,659	\$ 77,536	\$ 81,413	\$ 85,290
Accountant	\$ 54,633	\$ 61,462	\$ 64,876	\$ 68,291	\$ 71,705	\$ 75,120
Assistant Transportation Manager	\$ 54,633	\$ 61,462	\$ 64,876	\$ 68,291	\$ 71,705	\$ 75,120
Assistant Facilities Manager	\$ 54,633	\$ 61,462	\$ 64,876	\$ 68,291	\$ 71,705	\$ 75,120
Assistant Food Services Director (195 Days)	\$ 40,974	\$ 46,096	\$ 48,657	\$ 51,218	\$ 53,779	\$ 56,340
Cafeteria Manager (195 days)	\$ 33,620	\$ 37,823	\$ 39,924	\$ 42,025	\$ 44,126	\$ 46,228
Food Services Director	\$ 71,443	\$ 80,373	\$ 84,838	\$ 89,303	\$ 93,768	\$ 98,233
Facilities Manager	\$ 71,443	\$ 80,373	\$ 84,838	\$ 89,303	\$ 93,768	\$ 98,233
Transportation Manager	\$ 71,443	\$ 80,373	\$ 84,838	\$ 89,303	\$ 93,768	\$ 98,233
Manager Technology Services	\$ 71,443	\$ 80,373	\$ 84,838	\$ 89,303	\$ 93,768	\$ 98,233
Information Systems Manager	\$ 58,835	\$ 66,189	\$ 69,867	\$ 73,544	\$ 77,221	\$ 80,898
Network Systems and Information Specialist	\$ 67,240	\$ 75,645	\$ 79,848	\$ 84,050	\$ 88,253	\$ 92,455
Technology Integration Specialist	\$ 44,547	\$ 50,115	\$ 52,899	\$ 55,683	\$ 58,467	\$ 61,251
Director of Safety/Security	\$ 54,633	\$ 61,462	\$ 64,876	\$ 68,291	\$ 71,705	\$ 75,120
School Police Officer (185 days)	\$ 36,142	\$ 40,659	\$ 42,918	\$ 45,177	\$ 47,436	\$ 49,695

Baldwin-Whitehall School District
 Act 93 – Administrative and Supervisory Personnel
 Compensation/Benefit Policy

Position	2024-2025 School Year					
	Minimum Salary	90%	95%	Target	105%	Maximum Salary
Education Director	\$ 107,689	\$ 121,150	\$ 127,881	\$ 134,611	\$ 141,342	\$ 148,072
Coordinator of Student Engagement	\$ 94,766	\$ 106,612	\$ 112,535	\$ 118,458	\$ 124,381	\$ 130,304
High School Principal	\$ 103,382	\$ 116,304	\$ 122,766	\$ 129,227	\$ 135,688	\$ 142,150
Middle School Principal	\$ 99,074	\$ 111,458	\$ 117,650	\$ 123,842	\$ 130,035	\$ 136,227
Elementary School Principal	\$ 94,766	\$ 106,612	\$ 112,535	\$ 118,458	\$ 124,381	\$ 130,304
High School Assistant Principal	\$ 86,151	\$ 96,920	\$ 102,305	\$ 107,689	\$ 113,074	\$ 118,458
Middle School Assistant Principal	\$ 86,151	\$ 96,920	\$ 102,305	\$ 107,689	\$ 113,074	\$ 118,458
Elementary School Assistant Principal	\$ 77,536	\$ 87,228	\$ 92,074	\$ 96,920	\$ 101,766	\$ 106,612
Athletic Coordinator	\$ 86,151	\$ 96,920	\$ 102,305	\$ 107,689	\$ 113,074	\$ 118,458
Psychologist/Behavior Specialist	\$ 63,580	\$ 71,527	\$ 75,501	\$ 79,475	\$ 83,448	\$ 87,422
Accountant	\$ 55,998	\$ 62,998	\$ 66,498	\$ 69,998	\$ 73,498	\$ 76,998
Assistant Transportation Manager	\$ 55,998	\$ 62,998	\$ 66,498	\$ 69,998	\$ 73,498	\$ 76,998
Assistant Facilities Manager	\$ 55,998	\$ 62,998	\$ 66,498	\$ 69,998	\$ 73,498	\$ 76,998
Assistant Food Services Director (195 Days)	\$ 41,999	\$ 47,249	\$ 49,873	\$ 52,498	\$ 55,123	\$ 57,748
Cafeteria Manager (195 days)	\$ 34,461	\$ 38,768	\$ 40,922	\$ 43,076	\$ 45,229	\$ 47,383
Food Services Director	\$ 73,229	\$ 82,382	\$ 86,959	\$ 91,536	\$ 96,112	\$ 100,689
Facilities Manager	\$ 73,229	\$ 82,382	\$ 86,959	\$ 91,536	\$ 96,112	\$ 100,689
Transportation Manager	\$ 73,229	\$ 82,382	\$ 86,959	\$ 91,536	\$ 96,112	\$ 100,689
Manager Technology Services	\$ 73,229	\$ 82,382	\$ 86,959	\$ 91,536	\$ 96,112	\$ 100,689
Information Systems Manager	\$ 60,306	\$ 67,844	\$ 71,613	\$ 75,382	\$ 79,151	\$ 82,921
Network Systems and Information Specialist	\$ 68,921	\$ 77,536	\$ 81,844	\$ 86,151	\$ 90,459	\$ 94,766
Technology Integration Specialist	\$ 45,660	\$ 51,368	\$ 54,221	\$ 57,075	\$ 59,929	\$ 62,783
Director of Safety/Security	\$ 55,998	\$ 62,998	\$ 66,498	\$ 69,998	\$ 73,498	\$ 76,998
School Police Officer (185 days)	\$ 37,045	\$ 41,676	\$ 43,991	\$ 46,306	\$ 48,622	\$ 50,937

Baldwin-Whitehall School District
 Act 93 – Administrative and Supervisory Personnel
 Compensation/Benefit Policy

Position	2025-2026 School Year					
	Minimum Salary	90%	95%	Target	105%	Maximum Salary
Education Director	\$ 110,381	\$ 124,179	\$ 131,078	\$ 137,977	\$ 144,875	\$ 151,774
Coordinator of Student Engagement	\$ 97,136	\$ 109,277	\$ 115,348	\$ 121,419	\$ 127,490	\$ 133,561
High School Principal	\$ 105,966	\$ 119,212	\$ 125,835	\$ 132,458	\$ 139,080	\$ 145,703
Middle School Principal	\$ 101,551	\$ 114,245	\$ 120,592	\$ 126,938	\$ 133,285	\$ 139,632
Elementary School Principal	\$ 97,136	\$ 109,277	\$ 115,348	\$ 121,419	\$ 127,490	\$ 133,561
High School Assistant Principal	\$ 88,305	\$ 99,343	\$ 104,862	\$ 110,381	\$ 115,900	\$ 121,419
Middle School Assistant Principal	\$ 88,305	\$ 99,343	\$ 104,862	\$ 110,381	\$ 115,900	\$ 121,419
Elementary School Assistant Principal	\$ 79,475	\$ 89,409	\$ 94,376	\$ 99,343	\$ 104,310	\$ 109,277
Athletic Coordinator	\$ 88,305	\$ 99,343	\$ 104,862	\$ 110,381	\$ 115,900	\$ 121,419
Psychologist/Behavior Specialist	\$ 65,169	\$ 73,315	\$ 77,388	\$ 81,461	\$ 85,534	\$ 89,608
Accountant	\$ 57,398	\$ 64,573	\$ 68,160	\$ 71,748	\$ 75,335	\$ 78,923
Assistant Transportation Manager	\$ 57,398	\$ 64,573	\$ 68,160	\$ 71,748	\$ 75,335	\$ 78,923
Assistant Facilities Manager	\$ 57,398	\$ 64,573	\$ 68,160	\$ 71,748	\$ 75,335	\$ 78,923
Assistant Food Services Director (195 Days)	\$ 43,049	\$ 48,430	\$ 51,120	\$ 53,811	\$ 56,501	\$ 59,192
Cafeteria Manager (195 days)	\$ 35,322	\$ 39,737	\$ 41,945	\$ 44,153	\$ 46,360	\$ 48,568
Food Services Director	\$ 75,059	\$ 84,442	\$ 89,133	\$ 93,824	\$ 98,515	\$ 103,207
Facilities Manager	\$ 75,059	\$ 84,442	\$ 89,133	\$ 93,824	\$ 98,515	\$ 103,207
Transportation Manager	\$ 75,059	\$ 84,442	\$ 89,133	\$ 93,824	\$ 98,515	\$ 103,207
Manager Technology Services	\$ 75,059	\$ 84,442	\$ 89,133	\$ 93,824	\$ 98,515	\$ 103,207
Information Systems Manager	\$ 61,814	\$ 69,540	\$ 73,404	\$ 77,267	\$ 81,130	\$ 84,994
Network Systems and Information Specialist	\$ 70,644	\$ 79,475	\$ 83,890	\$ 88,305	\$ 92,720	\$ 97,136
Technology Integration Specialist	\$ 46,802	\$ 52,652	\$ 55,577	\$ 58,502	\$ 61,427	\$ 64,352
Director of Safety/Security	\$ 57,398	\$ 64,573	\$ 68,160	\$ 71,748	\$ 75,335	\$ 78,923
School Police Officer (185 days)	\$ 37,971	\$ 42,718	\$ 45,091	\$ 47,464	\$ 49,837	\$ 52,210