

BALDWIN-WHITEHALL SCHOOL DISTRICT

ADMINISTRATIVE PERSONNEL COMPENSATION/BENEFIT POLICY

COMPENSATION/BENEFIT POLICY

JULY 1, 2011 through JUNE 30, 2016

BOARD APPROVED: OCTOBER 12, 2011
REVISED and APPROVED – NOVEMBER 13, 2013
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REVISED and APPROVED – AUGUST 12, 2015

BALDWIN-WHITEHALL SCHOOL DISTRICT

Administrative Personnel Compensation/Benefit Policy

July 1, 2011 through June 30, 2016

DURATION OF POLICY

The Term of this Policy shall be effective July 1, 2011 through June 30, 2016 unless otherwise modified by the Board of School Directors.

I. APPLICATION OF POLICY

The Policy shall apply to the following personnel:

Superintendent of Schools
Assistant Superintendent
Business Manager

II. COMPENSATION

The Superintendent's, Assistant Superintendent's and Business Manager's salary increase is subject to the predetermined salary in their individual contracts.

Any new Administrative Personnel 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.

III. PAID LEAVES OF ABSENCE

A. Sick Leave

1. Entitlement

Whenever an educational administrative 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: 12.0 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.

B. Extended Sick Leave

After an educational administrative employee accumulated sick leave is exhausted in any school year and a period of additional consecutive work days of absence elapse (see below) because of sickness or accident for which no pay is received and the absence continues for the same illness or accident, the Employer will extend sick leave pay for an additional period of time set forth below.

<u>School Year</u>	<u>Unpaid Days</u>	<u>Extended Period of Leave</u>
2011-2012	7 Days	25 Days
2012-2013	10 Days	20 Days
2013-2014	12 Days	15 Days
2014-2015	15 Days	15 Days
2015-2016	15 Days	15 Days

C. Personal Leave Days

1. Entitlement

Each an educational administrative 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

The following reasons shall determine the legitimate use of personal leave:

1. Marriage of employee or members of the immediate family
2. Personal or family emergencies
3. Personal financial business
4. Religious
5. Medical
6. Educational

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. 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.

D. Bereavement Leave

1. Immediate Family

Whenever an educational administrative employee is 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 of five (5) consecutive work days from the day of the death. Immediate family shall include spouse, father, mother, brother, sister, son, daughter, or any person with whom the employee has made her home.

2. Near Family Level I

Whenever an educational administrative employee is absent from duty because of the death of a near relative of said employee, there shall be no deduction in salary of said employee for an absence of three (3) consecutive work days from the day of the death. Near Family Level I shall include son-in-law or daughter-in-law, grandchild, grandparent, brother-in-law or sister-in-law.

3. Near Family Level II

Whenever an educational administrative employee is absent because of the death of a near relative, there shall be no deduction in the regular compensation of said employee for an absence not to exceed one (1) work day including the day of the funeral. Near Family Level II shall be defined as first cousin, aunt, uncle, niece, or nephew.

E. Vacation Leave

1. Entitlement

Educational administrative employees full-time (12 months) shall be entitled to vacation leave. Employees will be credited with twenty (20) vacation days as of July 1 of each year.

2. 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 forfeited. Vacation time will not accrue from year to year.

3. 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.
4. 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 e-mail).
5. 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.

F. Holiday Leave

Entitlement

Educational administrative employees shall be entitled to the following holidays without reduction in salary:

Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Winter Break

The Winter Break is consistent with the period of time in December/January in which school is not in session and as defined by the school calendar as approved by the Board of School Directors. If an employee is required by their supervisor to work on one of the Winter Break days then that employee

will be given a floating holiday, scheduled with their supervisor's prior approval.

1. 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.

IV. UNPAID LEAVES OF ABSENCE

A. Eligibility/Duration

Ordinarily, personal leave shall commence and terminate with the beginning of a school semester. The commencement date of leaves taken in conjunction with child bearing and/or rearing of an infant following birth or adoption, or in connection with a period of disability continuing after the exhaustion of sick leave benefits, need not coincide with a semester break and may be coordinated to begin upon termination of a period of sick leave. In such cases, the employee shall return from personal leave at a semester break, at the end of a marking period, or at the beginning of a school year.

B. Compensation and Benefits

The period of leave shall be without compensation. Fringe benefits may be continued by the employee 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. Seniority shall accrue during the period of personal leave and other rights and benefits which had accrued prior to the leave.

C. Re-employment

The employee, upon return, 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 personal leave of absence without pay for a period of not less than six (6) consecutive months nor longer than one (1) year. Request for extension of personal leave under this provision shall be subject to Board approval.

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 have anticipated 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.

V. FAMILY AND MEDICAL LEAVE

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

VI. BENEFITS

A. Benefit Option Plan

1. Time Period

For the period beginning on July 1, 2011 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, 2011 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 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:

Dual Coverage

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

4. 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, husband and wife, 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.

5. Premium Payments

a. District Payments

Subject to the conditions and limitations hereinafter set forth, the Employer shall provide payments to the medical insurance plan selected by the employee. From July 1, 2011 through June 30, 2016 the Employer shall pay toward the cost of the managed care plan selected by the employee an amount not to exceed the monthly premium established for the Allegheny County Schools

Health Insurance Preferred Provider Organization (PPO) Plan for those employees hired prior to July 1, 2011, minus the employee payment as described in section 5b. If the monthly premium for the plan selected by the employee exceeds the Employer's contribution, the additional amount shall be deducted from the employee's pay. If the monthly premium for the plan selected by the employee is less than the amount of the Employer's contribution, the employee shall not be entitled to any cash remuneration. Any educational administrative employee hired after July 1, 2011 and after, the Employer shall pay an amount not to exceed the monthly premium for the lowest cost managed care plan offered by the AIU Insurance Consortium. If the employee selects a higher cost plan, the employee shall pay the difference in premiums for the plan selected, in addition to the employee payments as described in this section.

b. Employee Payments

Each employee who elects a medical insurance plan shall pay to the District, through payroll deduction the following:

2011-2012	one percent (1%) of base pay towards the cost of the premium
2012-2013	one percent (1%) of base pay towards the cost of the premium
2013-2014	two percent (2%) of base pay towards the cost of the premium
2014-2015	two percent (2%) of base pay towards the cost of the premium
2015-2016	two percent (2%) of base pay towards the cost of the premium

B. Dental Insurance

1. Time Period

For the period beginning on July 1, 2011 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 educational administrative 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 provide notification to the Board Secretary no later than the fifth day of the month for coverage on the first day of the following month. Notification for changes in the employee's status shall be reported to the Board Secretary 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 husband and wife 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, 2011 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. Chance of Coverage
For the purpose of this benefit, the employee shall provide

notification to the Board Secretary no later than the fifth day of the month for coverage on the first day of the following month.

c. Dual Coverage

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

3. Plan Provider and Coverage.

For such vision insurance coverage, the Employer shall have the sole responsibility for selection of the carrier 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 vision insurance plan shall be made in accordance with the regulations of the insurance provider.

D. Health Insurance Wavier

Effective beginning July 1, 2011, 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:

Type of Coverage	Medical	Dental	Vision	Total/Month	Total/Annual
Single	\$131	\$9	\$2	\$142	\$1,704
Parent and Child	\$292	\$32	\$4	\$328	\$3,936
Parent and Children	\$322	\$32	\$4	\$358	\$4,296
Husband and Wife	\$355	\$32	\$4	\$391	\$4,692
Family	\$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 husband and wife 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, 2011 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), with a deductible of \$10,000.00, payable by the school

district. Limits for umbrella coverage will be ten million dollars (\$10,000,000.00).

H. Mileage Reimbursement

Employees who must, due to the manner of their assignments, use private means of transportation to accomplish his 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 (approved by the Department of Education) beginning September 1 of each year. Undergraduate courses will be approved if considered of special value in presenting subjects currently being offered in any one year. Beginning on September 1 of each year, the maximum rates for reimbursement shall be established as follows:

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.

Approval

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

2. 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.

3. 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.

Baldwin-Whitehall School District
Administrative Personnel
Compensation/Benefit Policy

Assistant Superintendent	\$2,250.00
Business Manager	\$1,000.00

VII. MISCELLANEOUS PROVISIONS

A. Payroll Deductions

The Employer shall provide payroll deductions for employees for the following programs:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- 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 bargaining unit 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.