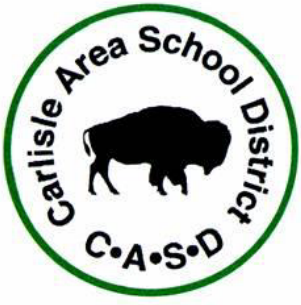


CATEGORY – S Compensation Plan

CARLISLE AREA SCHOOL DISTRICT
Carlisle, Pennsylvania

July 2009 – Adopted
July 2012 – Revised
September 2014 – Revised
June 2023 – Revised



CATEGORY – S COMPENSATION PLAN

Category S

Employee:

Classification:

Level:

Position:

Employee's Signature

Date

Supervisor's Signature

(Signature indicates acknowledgment of the conditions of employment.)

School Year: **2023/2024**

Group Insurance Benefits:

Begin Effective: July 1, 2023

Revised: July, 2010

July, 2012

September, 2014

Board approved: *June 15, 2023*

*copy of cover page to be placed in personnel file; new cover page must be completed when any changes in position, hours, benefits occur.

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PERSONNEL INCLUDED IN THE PLAN

Assistant Business Manager – 260 days
Behavioral Specialist – 187 days
Facilities Manager – 260 days
Safety and Security Supervisor – 260 days
Social Worker – 207 days
Transportation Supervisor – 260 days

A. PERFORMANCE REVIEWS

Supervision/Evaluation

Each employee will undergo an annual performance review which will include a formal rating. The Supervision, Evaluation and Rating Procedures for Professional Personnel document will be used for each employee covered by this plan. Formal ratings may be given in compliance with the Pennsylvania School Code Section 24 PS 11-1123 for professional employees. The immediate supervisor will schedule the appropriate meetings to assure that the ratings are received by the Superintendent's office by the third Friday in May of each school year.

Salary/Wage Provisions

1. Employees will have their salary adjusted annually upon receiving a satisfactory rating. The annual salary adjustment will be based on the recommended raise that is included in the general fund budget approved by the Board of School Directors annually. The Superintendent at his/her discretion may recommend an adjustment of the salary of any employee covered by this plan.
2. Wages earned by members of this plan shall be paid over 12 months and approximately every two weeks by direct deposit.

B. EMPLOYEE BENEFITS

1. Vacation Leave

Less than 260-day employees are not eligible to receive vacation leave.

260-day employees are eligible to receive an allocation of 20 days of vacation leave each July 1. Employees that start during the fiscal year other than July 1 will receive a prorated allocation of vacation leave for the partial fiscal year.

The vacation leave allocation for each fiscal year must be used during the fiscal year, except that up to 10 days of unused vacation leave can be carried over from one fiscal year to the next. Any unused time in excess of 10 days is forfeited by the employee. Any time up to 10 days carried over from the previous fiscal year must be used by the following December 31 or is forfeited at that point.

The vacation leave can be used at any time during the fiscal year. However, if the employee leaves employment with the District before the end of the fiscal year of the following June 30, then the vacation leave allocation earned is calculated based on the days worked. If under this circumstance more vacation time has been used than earned, then the employee will owe the District for the extra time taken. If less vacation time has been used than earned, then the employee will be paid for the time.

2. **Sick Leave**

- a. An employee who is prevented by illness or accidental injury from following their occupation shall receive as pay for each day of absence the same wage payments said employee would have received had said employee actually performed his/her duties during said period, provided employee has unused sick leave.
- b. An employee may use 5 sick days annually to assist their immediate family members when they are ill. The Superintendent/designee may extend this leave for extraordinary circumstances.
- c. Any employee who is prevented from performing their duties by any accidental job-related injury incurred while performing their duties shall receive as pay for each day of absence the same wage payments said employee would have received had said employee actually performed their duties during the said period for a maximum of five (5) days without regard to or deduction from his/her unused sick leave provided the Employer's Workmen's Compensation Insurance does not otherwise compensate the employee.
- d. Sick leave shall be accrued at the rate of one day per month of each employee's work year. Any unused portion of sick leave may be accumulated from year to year. Accumulated sick leave from other districts for newly hired employees will be transferred. The amount determined by the Superintendent/designee at the time of hire.
- e. If any employee has exhausted all such employee's sick leave and has no other leave available and said employee is absent from work because of the illness of or injury to said employee, the employer shall nevertheless retain such employee without pay or other benefits, for a period of one year subsequent to the exhaustion of the employee's sick leave.

3. **Personal Leave**

Personal Days – 187- and 207-day employees are entitled to three personal days annually. Leave may be taken at the discretion of the direct supervisor. Unused personal leave may be accumulated to nine (9) days and no more than six (6) days may be used consecutively.

4. **Leave Without Pay**

Leave without pay may be granted with the approval of the Assistant Superintendent or designee, not to exceed five (5) days per work year. If the employee also qualifies for personal days and/or vacation days, they must be used prior to requesting leave without pay. Employees must submit the leave without pay request into the Absence Tracking System prior to taking the actual leave.

For requests in excess of five (5) days of leave without pay, the support staff member will be required to pay the costs of one month of medical benefits for each day in excess of five

(5) days. In any pay period where leave without pay is taken in excess of five (5) days and the employee receives the medical opt-out incentive, the incentive amount will be forfeited for that pay period.

Exceptions for truly extenuating circumstances may be approved by the Superintendent or designee. Leave without pay taken without approval of the Superintendent or designee in excess of five (5) days will result in recommendation to the Board of School Directors to terminate the employment of the individual for neglect of duty. Exceptions for truly extenuating circumstances may be approved by the Superintendent or designee.

5. **Emergency Leave**

260-day employees will be entitled to an emergency day whenever needed with pay up to two (2) per year. Emergency is defined as an event which is uncontrolled and unplanned by the employee and which requires the immediate attention of the employee. Emergency days are approved by their direct supervisor via the Absence Tracking system.

Less than 260-day employees will be entitled to an emergency day whenever needed with pay up to one (1) per year. Emergency is defined as an event which is uncontrolled and unplanned by the employee and which requires the immediate attention of the employee. Emergency days are approved by their direct supervisor via the Absence Tracking system.

6. **Bereavement - Immediate Family**

Employees absent from duty because of the death of a member of the immediate family of said employee shall be entitled to five (5) school days leave with pay for such reason. Members of the immediate family shall be defined as the father, mother, brother, sister, son, daughter, husband, wife, grandchild, son-in-law, daughter-in-law or parent-in-law of said employee or near relative of said employee who resides in the same household as said employee or any person with whom said employee has made his/her home.

7. **Bereavement - Near Relative**

Employees absent from duty because of the death of a near relative of said employee shall be entitled to one (1) school day of leave with pay on the day of the funeral of said near relative. Any employee attending a funeral of a near relative that is held at a location of 150 miles or more from Carlisle shall be entitled to two (2) days of leave with pay. A near

relative shall be defined as a cousin, grandfather, grandmother, aunt, uncle, niece, nephew, sister-in-law or brother-in-law of the employee or his/her spouse.

8. **Retirement**

Employees scheduled to work more the 500 hours in a year are required to participate in the Public-School Employees Retirement System (PSERS).

9. **Unused Sick Leave**

An employee who retires on or after attaining the age of superannuation or upon qualification for early or disability retirement, as defined by the Public-School Employees' Retirement System, shall be entitled to the following payment for unused sick leave. Such payment will be at the substitute's daily rate for one-half of the sick days, up to a maximum of 150 days.

10. **Voluntary Retirement Incentive**

Any eligible employee occupying a full-time position who completes the academic year (or leaves sometime during the academic year at the discretion of the superintendent for what he/she deems to be a compelling reason) will be entitled to participate in a voluntary retirement benefit plan and receive a payment as hereinafter set forth.

a. An eligible employee is defined as follows:

- 1) Has delivered to the superintendent a letter of intent to retire at the end of the current school fiscal year and has made such delivery on or before March 1 of said fiscal year; and
- 2) Has satisfactorily completed, or will have satisfactorily completed by the end of the current fiscal year, at least fifteen (15) years of continuous full-time employment within the Carlisle Area School District or have at least twenty-five (25) years of full-time employment in the Carlisle Area School District; (at the discretion of the superintendent, the employee may be given credit for their 15th year or 25th year as described above for incentive purposes only for what the superintendent deems a compelling reason); and
- 3) Has made and filed an official and completed application for retirement benefits in the Public-School Employees' Retirement System, thereby declaring a commitment not to be employed as an employee in the public schools of Pennsylvania.
- 4) Is not qualified for retirement by reason of permanent disability.

b. **Payment Schedule**

Eligible applicants for this voluntary retirement benefit shall receive a onetime payment of \$5,500. All employer-paid, post-employment cash benefits will be deposited as a non-elective contribution into one of the Carlisle Area School District

Board approved 403(b) providers on behalf of the retired employee as soon as practical following the employment departure.

11. **Child-Rearing Leave**

- a. An employee planning for child-rearing leave immediately prior to and following the birth of a child or following the adoption of a child, shall notify the superintendent of such intentions at least sixty (60) days prior to the anticipated leave. The request for such leave setting forth the specific date the leave is to become effective shall be made to the superintendent at least thirty (30) days in advance of that date. Such leaves as are granted shall expire not later than the commencement of the school year which is at least one year after the effective date of the leave. Such leave shall be without pay or other benefits.
- b. Within ten (10) days prior to the expected birth of a child by a female employee and the twenty (20) days following the birth, such employee may utilize thirty (30) days of sick leave benefits, if accrued, without certification of a physician. Request of accrued sick leave benefits beyond the thirty (30) days above mentioned must be accompanied by a physician's statement that certifies the disability of the employee.
- c. If both husband and wife are employees of the district, just one employee shall be granted leave under this provision. The employee shall notify the superintendent in writing at least sixty (60) days prior to the expiration of said leave of the employee's intention to return to work. On such notice, the employee shall be re-employed in the position vacated or one of a like duty and responsibility for which the employee is certified.

12. **Jury Duty**

An employee called for jury duty in a court of record or required under subpoena to give testimony before any judicial or administrative tribunal, except when the employee is a party, shall be compensated for the difference between the wages the employee would have received and the amount received for the performance of such obligation.

C. HEALTH BENEFITS

1. **Medical and Prescription Insurance**

Employees who are employed at least 20 hours per week during the school year have the right to enroll themselves in single medical coverage and those employed at least 30 hours per week have the right to enroll themselves and all eligible dependents in medical benefits currently offered by the District; a high deductible PPO plan. A prescription insurance plan is offered in conjunction with the medical insurance plan.

The District annually will determine the monthly premium costs for each plan. The employee currently is responsible to pay 8% of the premium cost through payroll deduction.

A husband and wife both employed by the District only are eligible to enroll in one District medical and prescription insurance plan.

a. Financial Incentives for Medical and Prescription Insurance

Employees that opt-out of medical and prescription insurance coverage for all eligible dependents currently receive an annual incentive of \$1,500. Employees that opt-out of medical and prescription insurance coverage for themselves and all eligible dependents currently receive an annual incentive of \$3,000. In order to qualify for the opt-out incentive the employee must provide proof of other acceptable medical insurance coverage. Employees that choose to opt-out of medical and prescription insurance coverage can only add back the coverage at the next open enrollment period, or because of qualifying “change of status” events as defined by law.

b. Wellness Program

The District will contribute 75% of the insurance plan deductible into the employees’ s Health Savings Account for those enrolled in the wellness program for the 2020/21 benefit year, 70% of the deductible for 2021/22, 75% of the deductible for 2022/23 and 70% of the deductible for 2023/24 and 50% of the deductible for those not participating in the wellness program.

The wellness program consists of the completion of an online health screening survey and an annual physical. Instructions and forms are located on the Intranet.

c. Spousal Exclusion Clause

The District will make medical benefits available to spouses of an employee in limited circumstances; an affidavit must be filed with the District for all employees who are requesting that their spouse remain on the District medical coverage. The affidavit forms can be found on the Intranet.

Spouses who are Medicare eligible are not eligible for District provided medical insurance coverage.

Spouses who work for and are eligible for medical coverage from any of the following entities will not be eligible for District medical coverage.

- Federal Government, Federal courts, active and retired US military personnel, civilian employees of the US Department of Defense, and Federal government related organizations
- Commonwealth of Pennsylvania or state related organizations
- PA public school districts, PA charter and cyber charter schools, and PA private schools
- PA institutions of higher education, including institutions of the PA State System of Higher Education (PASSHE), PA State related universities, PA community colleges, and PA Private colleges and Universities
- Pennsylvania county governments

- Other governmental and governmental related agencies comparable to those enumerated above outside of PA.

2. **Dental Insurance**

Employees who are employed at least 20 hours a week during the school year have the right to enroll themselves in single dental coverage and those employed at least 30 hours per week have the right to enroll themselves and all eligible dependents in a dental insurance plan offered by the District.

The District annually will determine the monthly premium cost for the plan. The employee currently is responsible to pay 5% of the premium cost through payroll deduction.

A husband and wife both employed by the District only are eligible to enroll in one District dental insurance plan.

3. **Vision Insurance**

Employees who are employed at least 20 hours per week during the school year have the right to enroll themselves in single vision coverage and those employed at least 30 hours per week have the right to enroll themselves and all eligible dependents in a vision insurance plan offered by the District. The employee is responsible to pay 100% of the premium cost through payroll deduction.

4. **Life Insurance**

The District will provide life insurance coverage of \$35,000 for each individual employee under a group life insurance plan selected by the District at no cost to the employee.

5. **Benefits During Leave and Upon Retirement**

Employees on any form of unpaid leave of absence status in excess of 60 calendar days will be required to pay in advance 100% of the monthly premiums for medical and dental insurance to continue coverage until they return to paid status.

Upon retirement, by paying in advance each month 100% of the monthly premiums and an administrative fee determined by the District, employees are eligible to continue coverage through the District plan as allowed via COBRA regulations, or until reaching age 65, whichever comes first.

D. ADDITIONAL BENEFITS/OTHER REQUIREMENTS

1. **Conference Reimbursement**

Each employee, within District budget limitations, may attend professional conferences, at the Districts expense, as approved by their direct supervisor.

2. **Employee Assistance Program**

The District currently offers an Employee Assistance Program which provides the employee the opportunity for confidential, professional assistance for personal problems.

3. **Mileage Reimbursement**

Within District budget limitations, employees are eligible to be reimbursed for mileage when using their personal vehicles related to their specific work responsibilities at the IRS rate.

4. **Professional Memberships**

The District, within budget limitations, will pay the employee's membership in state and national professional organizations up to \$500 per year when approved by direct supervisor.

5. **Holidays**

Employees are eligible for District paid holidays that occur during their work schedule. A list of holidays is issued annually.

6. **Tuition Reimbursement**

- a. With the prior approval of the Superintendent or designee, employees are eligible for tuition reimbursement for courses taken through recognized institutions of higher education. The per credit reimbursement rate is established annually by the District.
- b. The courses taken must be in a field of study related to the employee's position and be leading to a graduate degree or an improvement in the employee's ability to perform their duties. All courses must be approved by the Superintendent or designee.
- c. The employee is responsible to pay in advance the tuition for courses approved and taken, and must receive a grade of "A", "B", or "Pass" in a pass-fail course to be reimbursed.
- d. The maximum credits to be reimbursed are 6 credits during an academic term, 18 credits in an academic year, and 54 credits in total during employment with the District.
- e. For courses reimbursed, if an employee voluntarily leaves the District within one calendar year after completion of a specific course, then they will pay back to the District 100% of the amount reimbursed for the course. If an employee voluntarily leaves the District within two calendar years after completion of a specific course, then they will pay back to the District 50% of the amount reimbursed for the course.

7. **Cell Phone**

To the extent required by the duties of the position, an employee at their own expense is expected to have a "smart" cell phone to receive and take work related phone calls and e-mail/text communications during regular work hours, as well as before and after regular work hours.