

SUPPORT STAFF Compensation Plan

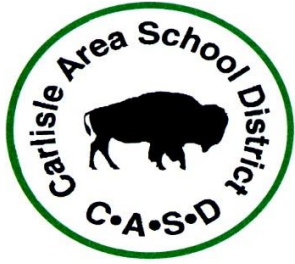
CARLISLE AREA SCHOOL DISTRICT
Carlisle, Pennsylvania

Revised: February 2012

July 2012

May 2022

Board Approved: June 15, 2023



SUPPORT STAFF COMPENSATION PLAN*

Employee:

Classification:

Level:

Position:

Hours per Week:

Rate:

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: February 2012

July 2012

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RATIONALE

The Support Staff Compensation Plan provides an organized and well-articulated system of personnel management for all support staff employees. The plan provides:

- A compensation system articulated by levels and efficiently administered by appropriate supervisors.
- A detailed listing of all benefits associated with each level of employee.

SUPPORT STAFF POSITIONS

CLASSIFICATIONS:

This Compensation Plan covers all employees who are not included in the Administrative Compensation Plan (Act 93), Category-S Compensation Plan, or the Collective Bargaining Unit Contract between CAEA and CASD.

This plan covers all secretarial, business, IT, nursing, and security, and maintenance personnel.

- Full-time employees are those who work more than 1080 hours per year.
- Part-time employees are those who work more than 720 hours per year but less than 1080 hours per year.
- Temporary employees are those who work less than 720 hours per year.

Categorization of employees is based on the number of hours approved by the Carlisle Area Board of Directors and will be communicated annually to support staff employees. A copy of the support staff compensation plan is posted on the District Intranet. All questions or concerns should be addressed with the immediate supervisor.

SPECIFIC CLASSIFICATIONS BY POSITION:

Nurse: Level 1: Health Room Nurse (183 days)

Secretaries: Level 4: Executive Secretaries (260 days)

Level 3: Secretary to High School Principal (260 days)

Level 2: Elementary Secretaries (207 days)

Secretaries Swartz & McGowan (207 or 260 days)

Secretary to Middle School Principals (207 days)

Secretary to Director of CTE (207 days)

Student Services Secretary (260 days)

Academic Student Support Coordinator (260 days)

Level 1: Secretary to Director of Athletics (207 days)

Guidance Secretaries (194 days at MS/207 days at HS)

Media Center Coordinator (187 days)

Attendance Secretaries (194 days)

District Receptionist (260 days)

Business Office: Level 3: Payroll Coordinator (260 days)

Level 2: Senior Accountant (260 days)

Benefits Coordinator (260 days)

Level 1: Accountant (260 days)

IT Personnel: Level 1: Event, Productions and Hardware Technician (210 days)

Security Personnel:

Level 2: School Police* (183 days)

Level 1: Hall Monitors/ISS Proctor (183 days)

Maintenance Office:

Level 2: Maintenance Technician (260 days)

Level 1: (BOA) Building Operations Assistant (260 days)

Delivery Driver (260 days)

Support Staff evaluations will be conducted annually by the immediate supervisor. The employee and supervisor are required to meet and discuss these evaluations. Upon approval by the immediate supervisor, the evaluations will be forwarded and placed in the employee's personnel file.

* Notes:

Level 2 school police are experienced and trained in law enforcement. To be considered for a Level 2 position, an individual must have previously been employed by a law enforcement agency.

SALARY COMPENSATION BY LEVEL:

Setting Annual Salary:

For New Employees: The Superintendent or designee will determine entry-level salary using the following minimums and percentages as a guide:

<u>POSITION</u>	<u>LEVEL</u>	<u>STARTING RATE</u>
RN Nurse	Level 2	\$30.93
LPN Nurse	Level 1	\$22.23
Secretaries:	Level 4	\$22.54
	Level 3	\$17.51
	Level 2	\$15.64
	Level 1	\$13.25
Business Office:	Level 3	\$29.32
	Level 2	\$24.12
	Level 1	\$18.90
IT Personnel:	Level 1	\$24.12
Security Personnel:	Level 2	\$27.54
	Level 1	\$13.25
Maintenance Office:	Level 2	\$22.54
	Level 1	\$14.00

PROBATIONARY PERIOD:

All newly hired support staff shall be employed initially on a probationary basis for sixty (60) calendar days. The immediate supervisor shall conduct an evaluation prior to the end of the sixty (60) day probationary period or as soon as possible thereafter. Until such probationary period is completed, the employee shall be considered to be a provisional employee.

If the employee is rated satisfactory at the completion of the probationary period, the supervisor shall recommend that the employee be granted continued employment. If the employee is rated unsatisfactory during or at the completion of the probationary period, the employee may be terminated with or without cause or note. During this probationary period, all employment paperwork must be turned in to the Superintendent's office. Failure to do so may result in suspension, termination or forfeiture of benefit opt-out incentives.

EMPLOYEE CHANGES POSITION:

After initial hiring¹ when an employee moves from level to level within the same category or between categories, the salary will be determined by a mathematical calculation using the employee's current salary, the entry level salary for the new position, and the entry level salary for the current position.

$$\text{Current Rate} \times \text{New Starting Rate} \div \text{Current Starting Rate} = \text{New Position Rate}$$

Note: In the event that an individual moves down/up one or more levels, their hourly wage may be determined by reviewing the hourly rate of other employees who were hired and continuously employed at the same level.

ANNUAL SALARY ADJUSTMENTS:

Annually the adjustments of all support staff employees who have been rated satisfactory will receive the full raise included in the General Fund Budget and approved by the Board of School Directors. In addition, the Board of Directors may adjust the salaries of employees as it so desires based upon the recommendation of the School Superintendent or designee.

- Employees working 1950 hours or more will have the annual salary adjustment take effect on July 1st of that year.
- Employees working less than 1950 hours the effective date will be the employee's first day of work of the new school year.

OVERTIME:

Overtime will be paid to employees only with supervisory approval and for employees working more than forty (40) hours per week exclusive of vacation, personal, and sick days. Payment of overtime will be in accordance with existing Federal and State labor laws.

¹The time of year a person may be considering a new position further complicates new salary determination. For example, if a change is being considered for the current year, the above formulas are most applicable. If a change is considered for the subsequent year and no raises for that year have been applied to the current salary, then the raise must be calculated into the current salary before applying the formula. All final decisions on salary calculations will be made by the Superintendent/designee and then approved by the Board of Directors.

EMPLOYEE BENEFITS

VACATION DAYS:

Support staff employees employed 1950 or more hours per year, are eligible for paid vacation which will be based on the employee's anniversary hire date at 1950 hours and completion of:

- 1 year of service – no accrual the first sixty days (1 day per month for remaining months)
- 2- 4 years of service – ten days
- 5-15 years of service – fifteen days
- 16 years or more – one day for each year of employment with a maximum of twenty days per year

NOTE: Twelve-month employees can only carry over up to ten (10) vacation days to be used from July 1 through August 31 of each school year. If not used by September 1, all unused vacation days will be forfeited and removed from personnel records.

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.

Employees working less than 1950 hours per year are not eligible for paid vacation leave.

SICK DAYS:

Sick days for all support staff working more than 720 hours per year will be calculated at the rate of one sick day per month for each month of employment. For employees working less than 7½ hours per day a sick day shall be for the number of hours that they actually work on that day. (An employee who works a 4-hour day who is ill and cannot work on that day may use one of his/her days which would be 4 hours.) Categorization of employees is based on the board approved number of hours on the front of this plan and is exclusive of overtime hours.

NOTE: The maximum number of sick days that can be earned will be 12 days per year regardless of the number of hours worked.

Unused sick days may be accrued annually with no limit to number of days accrued. In the event an employee retires after reaching the age of superannuation or qualifies for early or disability retirement, the District will compensate that employee for unused sick days at one third of accumulated days remaining to his or her credit, multiplied by the employee's per diem rate not to exceed fifty (50) unused sick days. In no event will the employee be compensated for unused sick days exceeding fifty (50) days. In the event that an employee's hours per day changes, all accrued sick leave will be prorated to the employee's new workday. Payment of accumulated unused sick leave will be effective on the date of retirement.

All employees shall follow established procedures for reporting off from duty, which will include notifying his/her immediate supervisor of the reason for the absence and entering the absence into the online absence tracking system. The District may require a doctor's excuse for three or more consecutive absences or when the District has a reasonable belief that sick leave is being used incorrectly.

Any employee may use, if available, up to five (5) sick days annually to assist his/her immediate family members (father, mother, sister, brother, children, spouse) when they are ill. The employee must so indicate family illness when reporting off for this reason to his/her immediate supervisor and when entering the absence into the Absence Tracking System.

Each employee who has exhausted all such employee's sick leave and who is absent from work because of illness or injury may be retained as an employee without pay or other benefits for a period of up to one year subsequent to the exhaustion of the employee's sick leave.

PERSONAL LEAVE:

Each employee working 1080 or more hours per year will be eligible for one (1) paid personal day per year. The leave shall be cumulative up to a maximum of three (3) days. All requests for personal leave are subject to the approval of the employee's immediate supervisor.

Employees will not be reimbursed for unused personal days in the event they terminate their employment with the District.

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.

BEREAVEMENT LEAVE:

Each employee working 1080 or more hours per year is eligible for paid bereavement leave. Five (5) days leave will be given for the death of his/her immediate family member

without loss of pay. The immediate family shall be defined as father, mother, brother, sister, son, daughter, spouse, grandchild, son-in-law, daughter-in-law or parent-in-law and other persons residing in the same household.

Each employee working 1080 or more hours per year is eligible for one (1) day paid bereavement leave for the death of a near relative or the near relative of his/her spouse other than those mentioned above without loss of salary for the purpose of attending the funeral. Each employee shall be granted one additional day for travel to attend the funeral of a near relative that is 150 miles or more from Carlisle. 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.

PAID HOLIDAYS:

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

GROUP MEDICAL INSURANCE BENEFITS

The following tables represent employee eligibility for group insurance benefits. Group medical insurance consists of medical insurance, dental insurance, vision insurance, and life insurance. This information is available from the Benefits Coordinator. **It is the employee's responsibility to enroll, if eligible.**

Group insurance benefits will be effective on the first of the month after being hired. Any employee retiring in June, following the end of the school year and in good standing after 20 years of service will receive Group Medical benefits paid by the district through August 31 provided that the employee premium share is paid. Employees with service fewer than 20 years of service will terminate Group Benefits during the month of their last workday.

GENERAL CLASSIFICATIONS AND ELIGIBILITY FOR BENEFITS TABLE:

<u>POSITION</u>	<u>1 - 719 HRS.</u>	<u>720 - 1079 HRS.</u>	<u>1080 HRS. & ABOVE</u>
All Positions	None	Single-12 month	Family-12 month

The District will pay 92% of the cost of medical benefits. Employees will contribute the additional 8%.

All District support staff personnel will be given the option to opt out of medical benefit coverage. Proof of other insurance is required by federal law. Once the employee decides to opt out of medical benefit coverage the employee may not re-enroll for medical benefits unless there is a "change of status" as defined by the then existing IRS regulations for Section 125 plans.

The PA School Code (section 14-1418) and State Regulations (28 PA Code 23.43) require all school district employees to have a pre-employment medical examination. The School Code also states that the School Board may require a special medical examination for any school employee at any time.

LIFE INSURANCE:

Each support staff employee who is employed for 720 hours per year or more is eligible to apply for \$15,000 worth of term life insurance for the duration of employment. This coverage must be requested by the eligible employee. Enrollment forms can be secured and must be returned to the Benefits Coordinator.

ADDITIONAL INFORMATION

EMPLOYEE ASSISTANCE PROGRAM:

Information regarding the Employee Assistance Program is available from the Benefits Coordinator, Intranet, or other shared online location.

JURY DUTY:

Time to attend to these duties will be granted as required by law with pay less any compensation received for such activities in accordance with School Board Policy #542: Jury Duty.

LONGEVITY BONUS:

Each employee working 1080 hours or more for each continuous year of employment shall be granted a one-time payment after deduction, not part of the base salary or subject to retirement withholdings, a longevity bonus as follows:

- At the completion of 15 consecutive years of service - \$900
- At the completion of 20 consecutive years of service - \$1,200
- At the completion of 25 consecutive years of service - \$1,500
- At the completion of 30 consecutive years of service - \$1,800

The bonus will be payable on the first pay period following the anniversary of the employee's date of hire.

REHIRE:

Support staff employees who resign and return to work within one year of resignation may be rehired at the discretion of the Superintendent or designee and given credit for all continuous years of service that employee had at the time of resignation.

WORKERS COMPENSATION:

Workers Compensation Benefits are available to all employees of the District. To be eligible, employees injured while performing their job duties shall report their injury to their immediate supervisor within twelve (12) hours. The employee then shall complete the *Injured Employee Packet* and submit this document to the benefit office within 48 hours of the injury. These forms are available from the Benefits Coordinator, School Nurse, School Secretary, Intranet, or other shared online location.

REASONABLE ASSURANCE:

Please accept this statement as reasonable assurance that employment in a similar position will be available to you next school year. Compensation, hours, location, and the terms of your employment will be discussed with you in August prior to next school year.

DELAYED STARTS/EARLY DISMISSALS/Flexible Instructional Day (FID)

Classification: Secretaries/Business Office/IT Personnel/Nurses/Security Personnel/Maintenance Office

Please refer to annual memo regarding inclement weather sent by the Superintendent or designee*.

The District may utilize FIDs or remote learning days during the school year. Supervisors will attempt to provide work to employees that can be fulfilled remotely. However, depending on the number of remote days and the type of work performed by the employee, some individuals may not be needed during a remote learning day.

Inclement Weather

With the winter weather season upon us, it is a good time to review procedures for staff on days when there is a delayed start and/or early dismissal for school as follows.

Two-Hour Delay

When the District is operating on a two-hour delay schedule, the support staff is to arrive at work two hours after their regular start time.

For Example:

<u>Normal Arrival Time</u>	<u>Two Hour Delay Arrival</u>
7:00am	9:00am
7:30am	9:30am
8:00am	10:00am

Early Dismissal

When the District announces an early dismissal of school, building secretaries may leave one hour after their student dismissal time. Building level administrators may leave an hour and a half after their student dismissal time. Support staff at the district office may leave at 2:30pm.

If an employee is unable to or does not feel safe driving to work under adverse weather conditions on a specific day, they should contact their supervisor to let them know and use accrued vacation time or a personal day, if available, or take leave without pay for that day.

* For purposes of delayed start and early dismissal procedures, support staff does not include the Building Operations Assistants (BOA's) and maintenance staff. The work schedule for the BOA's and maintenance staff will be determined based on the circumstances being encountered that day.