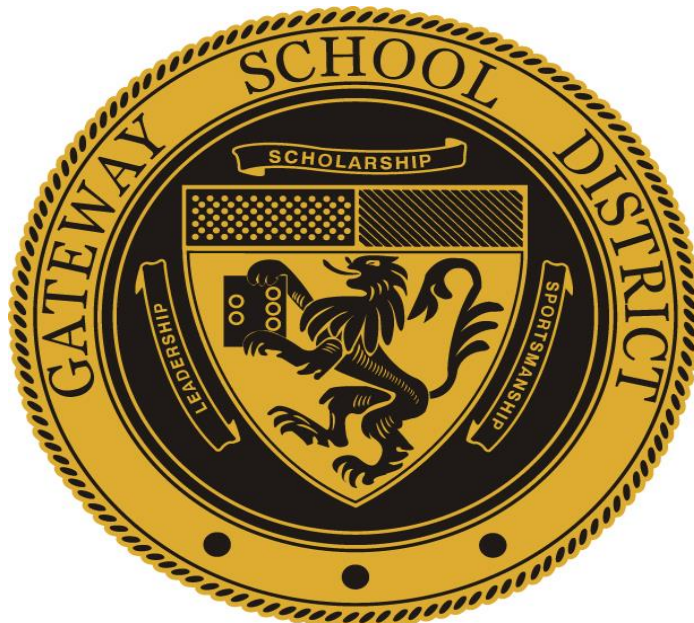


GATEWAY SCHOOL DISTRICT

EDUCATIONAL SUPPORT COMPENSATION AND BENEFITS PLAN

July 1, 2018 – June 30, 2023



**GATEWAY SCHOOL DISTRICT
9000 GATEWAY CAMPUS BOULEVARD
MONROEVILLE, PA 15146**

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I. INTRODUCTION

The Educational Support Compensation and Benefits Plan is prepared in conjunction with School Board Policy No. 328 – Administrator Compensation and Evaluation. The purpose of this plan is to specify the terms and conditions of employment, compensation and benefits and shall include any School Board decisions that directly affect administrative evaluations.

It is essential that the School District attracts, motivates and retains creative, competent educational support members who can develop and implement the highest level of educational services. The School District, the Superintendent and those support persons governed by this plan will develop and maintain the Educational Support Compensation Plan's format and content.

II. TERMS

This plan shall be in effect from July 1, 2018 through June 30, 2023.

III. DEFINITIONS/CATEGORIES

The following District Educational Support Positions are covered under this Plan:

- Assistant Director of Facilities
- PIMS/Child Accounting Coordinator
- H R Specialist
- Pupil Services and Staff Support
- Network System Administrator
- Technology Specialists

IV. PROGRAM OF COMPENSATION AND BENEFITS

A. ANNUAL EVALUATION AND SALARY ADJUSTMENT

Evaluation of overall job performance will be made according to the District's Performance Evaluation System.

Salary increases for educational support persons will be based upon base salary and the percentage of increase is directly related to prior year's performance evaluation as defined below:

<u>School Year</u>	<u>Needs Improvement</u>	<u>Proficient</u>	<u>Distinguished</u>
2019-2020 school year -	0.00%	2.0%	2.5%
2020-2021 school year -	0.00%	2.0%	2.5%
2021-2022 school year -	0.00%	2.0%	2.5%
2022-2023 school year -	0.00%	2.0%	2.5%

B. NON-CASE BENEFITS

1. Health Insurance: The District shall provide individual, husband/wife, employee/child(ren) or family health coverage. This benefit will be the Blue Cross/Blue Shield EPO health insurance coverage including the prescription co-pay endorsed by the Allegheny County Health Insurance Consortium. In addition to any co-pays and deductibles, the employee will contribute a percentage of the annual cost of health insurance premiums towards the District’s cost of the BC/BS EPO Plan with prescriptions according to the following schedule. The applicable insurance contribution will be automatically payroll deducted each month

School Year	Employee Monthly Contribution
July 1, 2018 – June30, 2019	10%
July 1, 2019 – June 30-2020	10%
July 1, 2020 – June 30, 2021	10%
July 1, 2021 – June 30, 2022	Same as the GEA
July 1, 2022 – June 30, 2023	Same as the GEA

The District will provide a Section 125 Plan that will allow the employee premium contributions described above to be made on a pre-tax basis.

The District recognizes same-sex marriages for providing appropriate medical coverage for same-sex partners. Partners must provide an original marriage license from a Country or U.S. State where same-sex marriages are recognized and legally performed and meet any other eligibility requirement defined by ACSHIC to be eligible for such coverage. All requirements of state and federal tax consequences will apply.

HEALTH INSURANCE WAIVER

The District shall provide a Health Insurance Waiver in the 2018-2019 through the 2022-2023 school years. An employee may waive the benefits provided in this agreement and will instead receive on a prorated basis, a sum equal to the schedule below:

Coverage	Monthly Medical	Monthly Dental	Maximum Total/Monthly	Maximum Total/Annual
Individual	\$121	\$7	\$128	\$1,536
Parent/Child	\$271	\$21	\$292	\$3,504
Parent/Children	\$298	\$21	\$317	\$3,828
Husband Wife	\$328	\$21	\$349	\$4,188
Family	\$333	\$21	\$354	\$4,248

The sum is to be paid in lieu of the health and dental benefits. All payments shall be one half paid in the first paycheck in December and one half paid with the first paycheck in June and shall be prorated if less than twelve months. 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.

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 death, layoff, discharge,

or other loss of benefits by a person on whom the employee was relying for benefits. An employee may change his/her coverage selections during the enrollment period with such change becoming effective on the following July 1st.

2. LIFE INSURANCE – Basic Life plus AD/D - Two times annual salary rounded to next highest thousand with a maximum of \$150,000.
3. DENTAL CARE – The District shall provide a dental insurance plan for all eligible full-time employees covered by this Agreement. Currently it is a Blue Shield Dental Plan provided through the Allegheny County Health Insurance Consortium.
4. DISABILITY –The District will pay a monthly disability premium for each full-time (regularly scheduled to work five (5) hours or more a day) support person for a sickness and accident plan. A summary of the benefits is as follows:

Scheduled amount: 60% of monthly pay, subject to a maximum of \$5,000

Minimum Benefit: \$100

Qualifying Period: the greater of 1-month or length of accrued sick leave

Maximum Benefit Period: Based on persons age on the day the period of disability started (See benefit booklet)

C. LEAVES OF ABSENCE

1. Bereavement – Each support person shall receive:
 - 5 days – current spouse, child, grandchild or parent
 - 3 days – brother, sister, sister-in-law, brother-in-law, current parent-in-law, or near relative who currently resides in the same household, or any person with whom the full-time support person currently makes their home.
 - 1 day – near relative – first cousin, grandfather, grandmother, aunt, uncle, niece, nephew
2. Sick Leave – 12 days annually. All 12 days will be annually accumulated if unused. Use of all accumulated days within the year if necessary. The use of sick days is for the employee's sickness only.

Unused sick leave at the time of retirement or death shall be compensated at the rate of \$75.00 for each unused day of sick leave (maximum of 300 days). (Please see Section H-#3 for eligibility requirements) No limit on the number of years of service if an administrator/supervisor loses his/her position as the result of workforce reduction.

All compensation for unused accumulated sick days paid to an administrator/supervisor who retires shall be deposited into a pre-tax account as established between the District and a designated company. Such accounts and subsequent deposits shall be subject to and comply with the provisions of Section 401(a), 403(b), and 457(b) plans as set forth in the Internal Revenue Code. All deposits will be a non-elective employer contribution to a 403(b) account with no cash option. The payment into the 403(b) account will occur the January following retirement.

Upon death, the payment shall be made to the beneficiary(ies) identified on the PSERS “Nomination of Beneficiary” form or if the beneficiary is not identified or available, to his/her estate.

3. Personal Leave – Three days per year shall be granted to each support person to handle business or personal affairs that cannot be handled on Saturdays or evenings. None of these days shall be taken on the workday immediately before or after holidays or vacations except in extreme emergencies and with notification to the Superintendent. Personal days not used will be added to sick leave bank at year’s end.
4. Jury/Witness – Regular salary, less jury pay or witness fee (witness leave for those cases when support person is not personally involved).
5. Parental/Child-Rearing-Leave –Support persons eligible for leave due to the birth of a son or daughter or the placement with the support person of a child for adoption or foster care pursuant to the District’s Family and Medical Leave Act Policy, will be permitted to extend the leave up to a total (when combined with the FMLA leave) of two years. The leave shall be unpaid. Health care benefits shall be continued in accordance with FMLA Policy for the period of leave covered by that Policy. In the event the support person extends the leave beyond the period governed by the FMLA Policy, the support person may request that the fringe benefits be continued upon the payment by the support person.

In the event the District employs a substitute for a period of the expected leave, the support person shall remain on leave for the full period of the expected leave. Fringe benefits such as sick leave, personal days, and vacation shall not accrue during parental leave/child-rearing leave.

6. Professional Conference Days –Support persons are encouraged to remain current with educational issues, reforms and trends. Budgetary constraints may limit conference attendance. However, whenever possible, the District will make reasonable efforts to support such requests. Requests for attendance at an educational conference shall be submitted to the immediate supervisor on the District’s “Request for Professional Absence Form.” The Superintendent shall make the final approval or disapproval.
7. Military Leave – Granting of military leave will be in accordance with the applicable provisions of the Public School Code of the Commonwealth of Pennsylvania.
8. Workers’ Compensation Leave - If the employee is on a leave of absence due to an on-the-job injury (workers’ compensation claim) he/she shall be paid their regular daily rate of pay for 30 days. Any weekly benefits under workers’ compensation during this period shall be deducted from the employee’s gross remuneration. After thirty (30) work days, the employee, if still absent from their duties as a result of the same injury, shall receive workers’ compensation benefits only.
9. Employment Benefits While on a Leave of Absence – Support persons on approved sick leave or long-term disability shall be covered by the insurance package for a period of one year

10. Other Employment During Leaves of Absence - Support persons on an approved leave of absence are prohibited from working for other employers during the leave. Any outside employment during the leave of absence must be approved by the District. In the event a support person obtains employment elsewhere without the approval of the District during this period, the District's obligation to provide any said benefits will cease immediately and a determination of continued employment reviewed.

D. WORK SCHEDULE

The work year for all Educational support persons, including the first year as an employee for the purpose of salary calculations, will be from July 1st to June 30th and consist of 260 days. The 260 days in a year include (11) eleven paid holidays.

Work day

The work day for all support members shall be a minimum of 8 hours per work day.

Lunch Period

Full time support members will be given a thirty (30) minute non-paid duty free lunch. This lunch period should be scheduled during an agreed time with the department supervisor.

Rest Period

All support members working five (5) hours or more per day continuously shall be given, whenever possible, two 15-minute rest periods per day. If the department supervisor permits, these breaks may be scheduled consecutively with the lunch period to allow a total time of one (1) hour at the lunch period.

Summer Break Period

During any period occurring in the months of June, July and/or August when school is not in session for students, the School Board may, in its sole discretion, approve an alternate work schedule for support persons. An alternate work schedule may include, but is not limited to, a four day/10 hour per day work week.

E. VACATION

All twelve (12) month support members will qualify for vacation according to the following schedule. The period for awarding and using vacation days will follow the District's fiscal calendar year from July 1st to June 30th. New support staff members hired after July 1, 2018 shall receive vacation days on their first day of employment with the district. If the start date is other than July 1st, a prorated number of vacation days will be calculated based upon the total number of days worked in the fiscal year to June 30th. Any support member terminating employment during the fiscal year (other than June 30th) will have their vacation allotment prorated to reflect the actual number of days from July 1st. If the support member utilized a greater number of vacation days than earned, he/she will be required to reimburse the district the daily rate for each day taken beyond the prorated allotment.

The district will continue to follow the vacation allocations (earned or awarded at time of hire) for existing employees hired prior to June 30, 2018.

Years of Service in the Educational Support Compensation Plan	Number of Weeks
Completion of one (1) year to four (4) years	2
Completion of five (5) years to ten (10) years	3
After completion of ten (10) and thereafter	4

To be eligible for the next level of vacation, the member must have completed the required years of service as of the June 30th immediately preceding the vacation year.

The immediate supervisor and/or Assistant Superintendent/Superintendent must approve all vacation days.

If unused, a total not to exceed ½ the annual allotment may be carried forward to the following year while all other days will be forfeited. (eg. 12 vacation days unused on June 30th, he/she may carry 10 days forward and have 30 vacation days the following year.) The total number of unused vacation days shall not exceed ½ the annual allotment plus current year vacation days allowed (maximum is 30 days). If employee retires or voluntarily terminates employment with the District, he/she shall receive a payment of their daily rate for each accumulated unused vacation day. If employee terminates employment during the school year, he/she will receive a prorated number of vacation days. This number will be based on total days worked from July 1st. An in-service death benefit for earned vacation will be payable to the employee's named beneficiary identified on the PSERS Nomination of Beneficiary Form, or if the beneficiary is not available, to his/her estate

F. HOLIDAYS

The support persons will be granted the following (11) eleven paid holidays:

July 4th with the 3rd or 5th
 Labor Day
 Thanksgiving and day following
 Christmas day and one other day
 New Year's Day and one other day
 Good Friday
 Memorial Day

G. CREDIT REIMBURSEMENT – The District shall provide credit reimbursement for qualifying support members. All credits earned during this time period shall be eligible for reimbursement under the following terms and conditions:

1. Compensation per credit as listed in the GEA Plan.
2. Courses for which reimbursement is requested must be completed at an accredited institution or Industry-Recognized certification and related to the employee current job duties and responsibilities. All courses must be pre-approved. The Pre-Approval for Educational Credit form must be submitted along with a course description.
3. Tuition reimbursement costs are for credits only. Other related costs such as books, materials, registration or fees do not qualify for reimbursement.
4. In order to qualify for tuition reimbursement, an employee must receive a grade of "B" or higher in the course.

5. In the event a member leaves employment with the District within four (4) years after completion and District reimbursement of credits, the individual shall be responsible for repayment of credits reimbursed set by the scale below:

- 100 % if the member leaves within one year
- 75% if the member leaves within two years
- 50% if the member leaves within three years
- 25% if the member leaves within four years

H. PART-TIME SUPPORT PERSON In the event the District employs part-support persons, they shall receive similar prorated leave days as described above. The part-time support person may participate in the employee's benefit programs such as medical, dental, disability and life at their expense if the following conditions are satisfied:

- a. If, at any time, the insurance carrier does not permit this practice, the service shall not be provided.
- b. The employee must maintain payment of the full premium one (1) month in advance of coverage and the employee's personal check must be in the hands of the payroll supervisor by no later than the fifteenth (15th) day of each month.
- c. In the event payment is not received by the time as established in "B" above, the coverage shall be terminated and cannot be reinstated during the life of this contract.
- d. The employee must maintain and be subject to all conditions of continued coverage as may be required by the insurance carrier.

All part-time service will be adjusted to FTE at time of transfer and/or retirement for calculations.

I. MISCELLANEOUS

Professional Dues: Payment of one full professional membership per fiscal year.

Payroll Deductions at Employees Expense: Savings Bonds, Tax Shelter Annuity, Vision Care

Travel Reimbursement: paid at the IRS mileage reimbursement rate.

Health Examination – The District may require a health examination (at no cost to the member) for a member at any time if it determines such is necessary.

Resignations – Resignations should be submitted to the Human Resource office at least two weeks before their effective date. A copy should be sent to the immediate supervisor. In the event no such two (2) weeks is provided, the member shall forfeit any accumulated vacation or vacation pay, unless the member has good cause not to supply the two (2) week notice.

This compensation and benefit agreement was voted on and ratified by the Gateway School Board of Directors on Tuesday, October 16, 2018.

APPENDIX A
EDUCATIONAL SUPPORT POSITIONS

Assistant Director of Facilities
Child Accounting /PIMS Coordinator
H R Specialist
Pupil Services and Staff Support
Network System Administrator
Child Accounting Technology Support
Technology Specialists