

**STATE COLLEGE AREA SCHOOL DISTRICT**

**HANDBOOK**

**EXECUTIVE SECRETARY POSITIONS**

*This handbook is provided for informational purposes only. The policies and benefits, both in the handbook and those communicated in any other fashion, are subject to interpretation, review, and change by the District at any time without notice.*

## **COMPENSATION**

### **I. Wages**

#### **A. Starting Rate**

The starting rate for a new Executive Secretary will be determined by the Director of Human Resources and the Superintendent based upon the individual's knowledge and experience.

#### **B. Salary Range**

	<u>Minimum</u>	<u>Maximum</u>
Level I	\$25.50/hour	\$38.50/hour
Level II	\$19.00/hour	\$32.00/hour

#### **C. Wage Increases**

Annual salary increases will be granted following a satisfactory evaluation. For July 2017, July 2018, and July 2019, these increases shall be 3.8%.

#### **D. Overtime**

Overtime must be pre-approved by the immediate supervisor or designee. Hours worked in excess of the normal schedule will be paid at the regular hourly rate until 40 hours have been worked in the week. All hours worked in excess of 40 hours will be paid at the rate of one and one-half times the regular hourly rate. When work is required to be completed on a Sunday, the rate of pay will be two times the regular hourly rate, regardless of the number of hours worked in the week.

### **II. Insurance Benefits**

#### **A. Medical Benefits**

1. Employees can select either the PPO Plan or the Qualified High Deductible Health Plan (QHDHP) under the Administrative Support Group. Employees may change plans during the annual open enrollment period or at any time of the year within thirty days of a qualifying event.
2. Employees selecting the QHDHP shall have access to an associated Health Savings Account. Both the employee and the District may make contributions to the Health Savings Account.
3. The employee monthly premium will be made via monthly payroll deduction through a Section 125 Plan with pre-tax dollars.

4. Spouses and domestic partners who are eligible for comparable health insurance coverage through their employer will be eligible for coverage under the District's health insurance only if the employee pays the full premium cost differential.
5. Employees whose spouse or domestic partner is also employed by the District in a benefits eligible position will be provided health insurance in the most economical way for the District. When spouses/domestic partners are members of two different employee groups, the employees will pay monthly co-premiums which are the lesser of the co-premiums between the two groups.
6. The District agrees to pay employees who waive medical insurance \$2,000 per year. Payment will be made in two installments, December and June (amount pro-rated if employment begins/ends mid-year). In order to waive coverage, the employee must document medical insurance coverage through another entity. An employee who waives coverage may rejoin District coverage during the annual open enrollment period or at any time of the year within thirty days of a qualifying event. An open enrollment period by a spouse's or domestic partner's employer constitutes an event whereby an employee can make an election change and receive a pro-rated buyout. No incentive will be provided to an employee who is covered as a dependent on another District employee's insurance.

#### **B. Dental Insurance**

Dental insurance will be provided to full-time employees at no cost to the employee. In addition, full-time employees may elect to include eligible dependents by paying 44% of the associated premium costs.

#### **C. Vision Insurance**

Employees have the option to participate in the vision plan administered by the District.

#### **D. Life Insurance**

All full-time employees receive a basic life insurance policy, including accidental death and dismemberment, in the amount of \$40,000 at no cost. In addition, they may purchase, through payroll deduction, an additional \$40,000 of optional life insurance at a monthly premium according to age.

#### **E. Income Protection Insurance (Long-term Disability)**

This protection provides 60% of the employee's salary while on disability for a period of no more than two years for sickness and five years for accident. A thirty calendar day waiting period from the date of disability is required before an employee is eligible for income protection insurance. Employees are required to use all available sick leave days before this insurance will take effect.

### **III. Retirement Benefits**

#### **A. Public School Employees' Retirement System**

The District participates in the Public School Employees' Retirement System in accordance with that organization's rules and regulations.

## **B. Tax Sheltered Annuity**

Employees will be able to participate in Internal Revenue Service approved tax sheltered annuities through the District's payroll deduction.

## **C. Continuation of Benefits Upon Retirement**

Employees who retire from the District and receive full retirement benefits from the Public School Employees' Retirement System (PSERS) have the option to continue their medical/dental insurance benefits until age 65, or until they become eligible for coverage elsewhere, by paying the actual District cost plus 2% administrative costs if they meet one of the following:

1. 15 years of continuous employment with the District
  
2. Disability retirement

## **D. Retirement Benefit Pay**

Employees retiring from the District shall receive a retirement benefit pay as described below. For purposes of this section, eligible employees are those who:

1. terminated service by meeting requirements of the School Code, and
  
2. have a minimum of 10 years continuous service with the District, and meet at least one of the following:
  - a) completed 35 years or more of credited service in the Pennsylvania Public School Employees' Retirement System (PSERS), regardless of age, or
  - b) completed 30 years or more of credited service in the PSERS and is at least age 60, or
  - c) completed 25 years or more of credited service in PSERS and qualified for a withdrawal (early) retirement, or
  - d) completed 20 years of service in the District and is at least age 55, or
  - e) qualified for disability under PSERS, or
  - f) are at least 62 years of age.

Eligible employees will be paid for accrued but unused sick days at the rate of \$40 per day up to a maximum of 260 days.

# **GENERAL PROVISIONS**

## **I. Probationary Period**

A newly hired employee shall be considered a probationary employee for a period of six months actually worked following the first day of employment.

Employment may be terminated for any probationary employee for any reason at any time during the probationary period.

If a probationary employee accepts a different job within the district, the employee will serve a new probationary period.

## **II. Work Schedules**

Generally, Executive Secretaries are scheduled to work 37.5 hours per week, 12 months per year. This is not, however, a guarantee that this number of hours of work will be available each week for each employee. Whenever possible, at least 2-weeks notice will be provided if a work schedule needs to be changed.

The work week will be interpreted to be a seven day period beginning at midnight on Monday and ending at midnight on the following Sunday. Whenever possible, the workdays and work hours including breaks and meal periods will be consecutive. In no case will an employee be assigned to a weekly work schedule that requires the employee's presence on the job seven days every week on a regular basis.

The daily hours of work for an employee will be scheduled so that provision is made for meal periods of no more than 60 minutes on the employee's time (except at the employee's request, when such request can be accommodated).

At the supervisor's discretion, when possible, the scheduled hours of work and meal break can be flexible to accommodate a class or professional development schedule.

## **III. Cell Phone Reimbursement**

Approval for cell phone reimbursement will be made at the District's discretion based upon position requirements.

# **ABSENCES**

## **I. Family and Medical Leave Act**

For purposes of the Family and Medical Leave Act (FMLA), an eligible employee is any employee who has worked for the District for at least 12 months, and who has worked at least 1,250 hours within the 12-month period immediately prior to the absence.

A qualifying employee is eligible during any fiscal year for a total of either 12 or 26 work weeks (depending on the reason for the absence) of unpaid FMLA leave. As outlined below, the District provides additional leave time in some situations. FMLA leave may be for one or more of the following:

- a. the birth of an employee's child, including prenatal doctor visits as well as caring for the newborn child;
- b. the placement of a child with the employee for adoption or foster care;
- c. the care for a seriously ill child, spouse, or parent of the employee;
- d. the employee's own serious health condition – including, but not limited to an illness, injury, impairment, or physical or mental condition involving inpatient care at a medical facility or continuing treatment by a health-care provider, or any additional conditions as described in the Act which causes the employee to be unable to perform the functions of her/his position;
- e. a qualifying military exigency; or

- f. the care of a covered service member injured in the line of duty.

Absences may be of an ongoing nature or, when medically necessary, may be taken as an intermittent leave or on a reduced leave schedule.

## **II. Paid Absences**

### **A. Personal Illness**

Paid sick days are accrued at the rate of 1 day/month. Normally, an employee earns sick days in any month in which the employee is paid for at least half of the normally scheduled work time for that month (except that pay received for accumulated vacation at time of termination of employment shall not be credited toward this qualifier). Unused days are cumulative without limit. Employees may be required, at the discretion of their supervisor, to present a physician's certification stating the reason for absence.

Accumulated sick days provide an insurance cushion for employees in the case of illness or injury. They can be an important asset in the event of a prolonged illness or injury, insuring salary continuation during this period of absence. Therefore, employees should be very judicious in their use of paid sick days.

Except as otherwise provided below, absence is chargeable as sick leave only when the employee is unable to perform her/his duties because of her/his illness or injury. Time off for an employee's routine appointment with a physician, dentist, hospital, or optometrist is charged to sick leave, provided it is not possible for the employee to schedule the appointment on the employee's own time. The request for such time off shall be made as far in advance as possible. Such routine appointments usually are of less than a half-day duration; therefore, an employee is expected to return to work as soon as the appointment is completed. A supervisor may request the employee to submit a written statement from the person with whom the employee had the appointment. See also the FMLA provisions included above.

Prolonged absences are to be discussed with the supervisor and the Human Resources Office in advance, whenever possible – if advance notice is not possible, then as soon as practicable.

If an employee is charging sick leave and the employee's vacation accumulation reaches the maximum, the employee can charge vacation accumulation instead of sick leave, so that vacation earnings are not lost.

If an employee expends all accumulated sick leave, additional absence, at the option of the employee, may be charged to accumulated vacation. If the employee expends all accumulated vacation, or elects not to charge the absence to accumulated vacation, the employee shall be granted a leave of absence without pay in accordance with the provisions of section III. Unpaid Absences below.

**B. Illness in the immediate Family**

Employees may use up to six (6) days per year to care for an ill/injured immediate family member. Immediate family member shall be defined as: wife, husband, domestic partner, parents (including step or foster parents), sister, brother, daughter, son, parent-in-law, grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, niece, nephew, and a member of the same household.

Except as otherwise provided below, absence is chargeable under this section only when the employee is needed to care for an immediate family member who is incapable of self-care because of her/his illness or injury. Time off to take an immediate family member to a routine appointment with a physician, dentist, hospital, or optometrist may be charged under this section provided it is not possible for the employee to schedule the appointment on the employee's own time. The request for such time off shall be made as far in advance as possible. Such routine appointments usually are of less than a half-day duration; therefore, an employee is expected to return to work as soon as the appointment is completed. A supervisor may request the employee to submit a written statement from the person with whom the immediate family member had the appointment. See also the FMLA provisions included above.

**C. Vacation**

Vacation time off is scheduled by mutual agreement between the employee and the supervisor. Only days on which the employee normally would have worked are charged against vacation allowance.

Vacation time is accrued based on years of service in the District in a full-time position, with accumulation limited to twice the annual accrual rate:

1 <sup>st</sup> through 3 <sup>rd</sup> year of service:	1 day/month = 12 days/year
4 <sup>th</sup> through 8 <sup>th</sup> year of service:	1.25 days/month = 15 days/year
9 <sup>th</sup> through 15 <sup>th</sup> year of service:	1.67 days/month = 20 days/year
16 <sup>th</sup> through 19 <sup>th</sup> year of service:	1.75 days/month = 21 days/year
20+ years of service:	2.0 days/month = 24 days/year

Normally, an employee earns appropriate vacation accumulation in any month in which the employee is paid for at least half of normally scheduled work time for that month (except, any pay received for accumulated vacation at time of termination of employment shall not be credited toward this qualifier).

If in February 2018, an employee's vacation balance equals or exceeds the equivalent of 1.5 years annual accrual, then the employee has the option to request the cash equivalent of up to five days.

Employees who terminate employment after completing at least one continuous year immediately preceding the date of termination, shall receive the cash equivalent for up to one year of unused accrued vacation days. Additional accrued vacation days up to twice the annual accrual will be paid at \$33.00 per day.

**D. Personal Business**

Absences charged to personal days are scheduled by mutual agreement between the employee and the supervisor. Only days on which the employee normally would have worked are charged against the personal day allowance.

Personal days are accrued based on years of service in the district in a full-time position as follows:

1 <sup>st</sup> through 3 <sup>rd</sup> year of service	2 days/year
4 plus years of service	3 days/year

Such leave will accrue from year to year and may accumulate to a total of five (5) personal days. If on July 1 of any year the accumulated unused personal days, including those accrued for the new year, exceed five (5), the excess number of days will be transferred to the employee’s sick leave accumulation.

**E. Holidays**

Twelve holidays are granted annually: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday and Friday, three days at the winter break, and three floating holidays to be determined on an annual basis by the Superintendent.

If a holiday occurs during the vacation or sick leave of an employee, it shall not be charged as a day of vacation or sick leave.

An employee must be in pay status the day before and the day following a holiday in order to be paid for that holiday.

Normally, if a holiday listed above occurs on a Saturday, the District will observe it on the preceding Friday. If a holiday listed above occurs on a Sunday, the District shall observe it on the following Monday.

**F. Bereavement**

Absence from work because of death in an employee's family shall be allowed with full pay as provided below:

**1. Immediate family**

Up to five (5) days to be used within two months of the date of death, provided such amount of leave is required. Immediate family shall be defined as: wife, husband, domestic partner, parents (including step or foster parents), sister, brother, daughter, son, parent-in-law, grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or other members of the same household.

**2. Aunt/Uncle** – Up to two (2) days from the date of death through the date of the funeral inclusive for an employee’s aunt, uncle, niece, nephew.

**3. Death of a close friend or relative**

Up to one (1) day from the date of death through the date of the funeral inclusive.

### **G. Involuntary Jury Duty**

If an employee is on jury duty, the District shall pay her/his full salary minus jury compensation for time absent from work. If the jury duty requirement results in the employee missing more than half of her/his regularly scheduled work day, the employee shall be excused from the remainder of the day with no loss of salary.

### **H. Subpoenaed Witness**

If an employee is subpoenaed as a witness and is not a party to the legal action, the employee's full salary shall be paid for the time spent by the employee during his or her working hours as a witness.

### **I. Sick Day Donation Program**

In the event an employee is ill or injured and needs to be absent from work for a prolonged period of time, the provisions above outline procedures for the use of applicable accrued paid time off and additional time off without pay. In the event that an employee is ill or injured and exhausts all of her/his personal, sick, and vacation days, this program provides the opportunity for co-workers to donate some of their accrued sick days in order to provide additional paid time off to the absent employee.

#### **Procedure**

1. When an employee is absent and about to exhaust all applicable paid time off, the employee or the employee's supervisor will contact the Human Resources Office advising of the need for donation.
2. After consulting with the employee, if the absent employee wishes to participate in the donation program, Human Resources will send a message to all employees in the Administrative Support Group.
3. All donating employees will remain anonymous.
4. The absent employee will be compensated at her/his regular rate of pay.
5. Donating employees must maintain at least 30 sick days after donation.
6. Normally, employees can donate a day at a time, up to five in each school year.
7. Employees who wish to donate will follow the instructions as outlined by Human Resources. Human Resources will notify the donor when her/his donated time has been deducted from their accrued leave.
8. Donated days will be used in the order in which they were received.
9. The absent employee may use the donated time until the disability period ends or disability insurance eligibility begins, whichever occurs first.
10. The absent employee may return with access to up to one sick day per month for the remainder of the school year from date of return, up to 10 donated sick days.

## **III. UNPAID ABSENCES**

### **A. Illness or Injury**

An employee who is unable to work due to a prolonged illness or disability and who expends all accumulated sick leave will be granted a leave of absence without pay for the duration of the illness or two years, whichever is less. Prolonged absences are to be discussed with the supervisor and

the Human Resources Office in advance, whenever possible – if advance notice is not possible, then as soon as practicable.

A physician's statement indicating that the employee can return to work must be provided to the Human Resources Office prior to the employee's actual return date. This request is not to be interpreted as an automatic approval.

Absence for extended sick leave in accordance with the time limits established above will be continued only for the period of time the employee is unable to perform her/his duties because of her/his illness or injury. If the employee does not report to work after being physically able to report to work, her/his employment shall be terminated. If, at the end of the leave of absence the employee is still unable to work, employment will be terminated and all benefits of the leave of absence without salary will end.

If any employee returns to active employment following a leave of absence, and within sixty (60) calendar days returns to leave of absence status for the same illness or injury, the amount of time previously charged to leave of absence shall be counted against the appropriate allowance for maximum length of leave.

## **B. Child Bearing/Child Rearing And Adoption Leave**

Employees shall be granted a child bearing/childrearing/adoption leave in accordance with the FMLA provisions outlined above under the following conditions:

### Child-Bearing Leave

1. Disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom are, for all job-related purposes, temporary disabilities and are covered by FMLA.
2. A female employee may take child-bearing leave for those days that she is disabled. Should the disability extend beyond six (6) weeks following delivery, a completed FMLA Medical Certification form shall be provided to the Human Resources Office.
3. It is expected that requests for such leave shall be given, in writing, thirty (30) days prior to the commencement of leave, except where medical complications make it impossible to fulfill a thirty-day notice.
4. Such leave shall be without pay, unless accumulated sick, vacation, and/or personal days are available for use during this period of disability.

### Child-Rearing Leave

An employee, who is a parent of a newborn or adopted child, may be granted a child-rearing leave under the following conditions:

1. Request for the child-rearing leave shall be given, in writing, to the Board at least thirty (30) days prior to the commencement of the leave.

2. The termination date of the child-rearing leave shall in no event be longer than the next complete school year.
3. Such leave shall be without pay unless accumulated vacation and/or personal days are available to use.

### **C. Personal Leave**

Employees may request a personal leave of absence without salary for up to 12 months. Such request is granted at the District's discretion.

### **D. Absence For On-The-Job Injury**

If an employee is absent from work as a result of an injury or illness compensable under the Workers' Compensation Act, Occupational Disease Act, or similar legislation, the following conditions apply:

1. The employee has the option to request a leave of absence without pay or to charge the absence to her/his accumulated sick days (or, if sick days have been expended, to accumulated vacation or personal days).
2. If the employee elects to charge the absence to some or all of her/his accumulated sick, personal, or vacation days, then:
  - a. the deduction of such paid time off shall be adjusted based on any Workers' Compensation payments received.
  - b. once all paid time off is exhausted, the employee shall be granted a leave of absence without pay. Normally, a leave of absence without pay does not exceed 24 months.

### **E. Costs For Insurances While On Leave**

1. Costs for insurances in which enrolled during a leave of absence without salary for sickness, maternity, FMLA-covered family care, or while receiving Workers' Compensation insurance payments shall be at the normal employee share of the premium(s).
2. Costs for insurances in which enrolled during a leave of absence without salary for other than the reasons enumerated in 1. above shall be the entire cost (employee and District costs) for those benefits plus 2% administrative costs.