

CENTRAL BUCKS SCHOOL DISTRICT

PERSONNEL PRACTICES:

Confidential Executive Assistants

January 1, 2016 through December 31, 2020

Approved:
February 23, 2016

I. INSURANCE PROGRAM

A. Group Insurances/Benefits

1. **Hospital/Surgical/Medical and Prescription Drug Insurance** – Specific coverage, terms and conditions are detailed in a plan description booklet, which may be obtained from the Human Resources office. The effective date of coverage is the date service in this unit actually commences.

An employee’s eligible dependents spouse and/or children to age 26 may be enrolled for hospital, surgical, medical and prescription drug coverage.

2. **Cost Share** – The District and member will share the premium costs for individual and dependent coverage. Members will contribute a percentage of the premium as indicated below with a cap of \$2400:

<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
15.5%	16%	16.5%	17%

Where both an employee and spouse are employed by the District, the practice of providing dual health insurance coverage will be terminated. Such employee shall be entitled to select one health care plan as provided herein for his/her family on the same basis as other employees. The District will provide payment for any expense, which would have been paid under the insurance programs if each spouse had been provided full and separate coverage in the health care prescription and dental plans.

3. **Group Life Insurance** – The District will provide each employee with group term life insurance with a face value of two times the employee’s annual salary rate.
4. **Supplemental Life Insurance** – Employees through payroll deductions may purchase supplemental group life insurance in the amount of \$50,000. The insurance carrier may refuse enrollment in this supplemental policy if such enrollment is requested more than 30 days after the first day of actual service in this unit.
5. **Dental Insurance** – All Confidential Executive Assistants shall be eligible to participate in a dental program for the employee and their dependents. Enrolled employees will pay the following share of the monthly premium.

- a. Individual \$3.00
- b. Dependent \$6.00

6. **Income Protection** – The Board shall provide income protection for employees who are wholly and continually disabled, because of injury or sickness, from performing the duties of his/her occupation in accordance with coverage. Eligibility for benefits shall not be extended to absences resulting from injury or illness where the employee is not wholly and continually disabled (e.g. period during which a physician recommends a lightened schedule). The coverage to be provided under this program shall be based on two-thirds (2/3) of an employee’s weekly salary rate (hours scheduled to work per week times base hourly salary rate) commencing fifteen (15) days after the expiration of such employee’s sick leave.
7. **Flexible Spending Accounts** – The District, subject to existing tax laws, will develop a section 125 Flexible Spending Account Plan in order to allow participants to use tax laws to their advantage. The plan will provide a cash option, the amount and eligibility of which will be set by the District, for those who surrender medical, dental and prescription benefits. Individuals wishing to surrender medical benefits must provide proof of the existence of alternate health coverage. The Section 125 Plan will allow individuals to allocate part of their compensation to be used for paying for benefits for such purposes as child care, orthodontics, medical premiums not covered by the District, skilled nursing care insurance, and such other items the law may permit.

II. PENSION PROGRAM

Participation in Pennsylvania’s Public School Employee’s Retirement System (PSERS) is mandated for all District employees who work 500 or more hours, or 80 or more days, during any year.

III. SERVICE AWARD

At the time of retirement, an employee who has served a minimum of ten (10) years in the Central Bucks School District shall be entitled to a \$75 service award for each year of service. Payment shall conform to existing state law. In the event of death of an employee, the employee’s estate will be paid the applicable service awards as outlined in this agreement.

IV. LEAVES OF ABSENCE

- A. **Sick Leave** – Paid sick leave benefits are provided to all employees. The unused sick leave allowance shall accumulate from year to year without limitation and may be used as required.
 1. **Sick Leave Credit** – Full time, twelve-month employees shall be credited with twelve (12) days of sick leave allowance on the opening day of the work year (July 1).

2. **New Employees** – Sick leave credit will be prorated for personnel employed after the beginning of a fiscal year at the rate of one day per month remaining in the fiscal year. Persons employed on or prior to the 15th of the month will receive credit for the entire month.
3. **Part-time and Less than Twelve-Month Employees** – Employees who are not scheduled to work full-time on a twelve-month basis will receive prorated sick leave.

B. Unpaid Leaves – An employee shall be entitled to request an unpaid leave of absence for a period not to exceed one (1) year. The Board shall carefully consider all such requests and shall not unreasonably deny such requests. Employees on authorized leaves of absence without pay shall not be considered to be active employees of the school district and shall not be entitled to any benefits granted active employees, except as mandated by law.

During an unpaid leave, the employee may retain benefits at group rates or group equivalency rates at the employee's expense.

Upon return to active employment immediately upon the expiration of the authorized leave of absence, seniority, accumulated sick leave, and full participation in all of the benefits of employment shall be restored to said employee.

C. Leave of Illness/Legal Reason

Employees who are scheduled to work the entire year will annually earn 12 days of paid leave which may be used for personal or sudden family illness, or legal reasons. Personal illness occurs when an employee is sick and unable to work. Family illness occurs when a family member living in the same household suddenly becomes sick and needs care. Legal reasons are limited to actions that require a court appearance with a subpoena.

Employees may use up to five (5) of said days in a year to care for the illness of a family member living in the same household.

Employees shall be entitled to use paid leave time in hourly increments according to partial day leave rules.

D. Personal Leave

Each full-time employee shall receive two personal business days per year. Up to two personal days may be carried into subsequent years. Any days in excess of four (4) at the start of a new year will be reimbursed in the amount of \$100 per day. When an employee's vacation entitlement reaches twenty (20) days, they are no longer eligible to carry personal days into subsequent years and will be reimbursed for unused personal days in the amount of \$100 per day.

Employees terminating employment that notify the district thirty (30) calendar days in advance, shall receive a cash payment of \$100 for all unused personal business days. Such payment shall be made within thirty (30) days following date of termination. In the event of death of an employee, the employee's estate will be paid applicable personal leave as outlined in this agreement.

The use of personal business days shall be requested by the employee on a District form, which must be submitted at least one week prior to the requested date(s) of absence. However, a late request shall not be unreasonably denied.

E. Jury Duty

For satisfying the legal requirement of serving on jury duty, the District will pay to employees the difference between compensation gained as a juror (not including travel and meal expense allowance) and the regular straight-time pay for the time actually lost from regularly scheduled work.

F. Bereavement Leave

Absence with pay will be granted employees at the employee's regular straight-time rate for actual time lost from regularly scheduled work for up to three (3) days required as a result of the death of any of the following legal relatives: father, father-in-law, mother, mother-in-law, spouse, child, brother, sister, grandchild or any relative who resides in the same household.

Absence with pay will be granted employees at the employee's regular straight-time rate for actual time lost from regularly scheduled work for up to one (1) day for the purpose of attending the funeral of a cousin, grandparent, aunt, uncle, niece, nephew, son-in-law, daughter-in-law or sister-in-law.

V. HOLIDAYS AND VACATIONS

- A. Holidays*** – Confidential Executive Assistants shall be entitled to twelve (12) paid holidays during the fiscal year. The holiday schedule shall be developed by the Board of School Directors. The employee shall receive the schedule of holidays prior to the start of each fiscal year.

The normal work days between Christmas and New Year's Day shall be considered additional holidays with pay. However, Confidential Executive Assistants may be required by the supervisor to work one (1) day between Christmas and New Year's Day, thereby earning a floating holiday. Such floating holiday may be used at any time during the fiscal year, subject to prior approval of the designated supervisor.

- B. Vacation*** – This vacation plan provides Confidential Executive Assistants paid time off in accordance with the length of service as a twelve-month employee.

The vacation year is the fiscal year, July 1 to June 30. Vacation entitlements are not earned during the fiscal year but are earned only on July 1, the first day of the following fiscal year. Vacation entitlements earned July 1 are for use only during the following fiscal year.

1. Each Confidential Executive Assistants vacation entitlement shall be based on the following schedule. A part-time twelve-month employee shall be entitled to prorated vacation.

For Confidential Executive Assistants hired as a full-time employee prior to July 1, 1996:

<u>Continuous District Service</u> <u>By July 1 of at least</u>	<u>but less than</u>	<u>Entitlement</u>
1 month	1 year	1 day for each complete calendar month to a maximum of 10 days.
1 year	5 years	10 days
5 years	12 years	10 days plus 1 additional day for each year above 5
13 years	20 years <i>or more</i>	20 days

For Confidential Executive Assistants hired as a full-time employee after June 30, 1996:

<u>Continuous District Service</u> <u>By July 1 of at least</u>	<u>but less than</u>	<u>Entitlement</u>
1 month	1 year	1 day for each complete calendar month to a maximum of 10 days
1 year	5 years	10 days
5 years	15 years	10 days plus 1 additional day for each year above 5
15 years		20 days

2. Vacation time may be taken any time during the fiscal year, July through June, subject to the prior approval of the employee's designated supervisor. An employee may carry up to five (5) unused vacation days into the subsequent year during the roll forward process on July 1 of each year.
3. Except as provided above for employees with less than one year of service as a twelve-month employee, an employee who has not been in full pay status for the entire preceding fiscal year shall receive a prorated vacation entitlement.
4. Holidays, which fall within the approved vacation period, shall not be considered part of the vacation.
5. An employee who retires or resigns or the employee's beneficiary in the event of death, will be entitled to receive pay in lieu of all vacation time to which entitled at the time such resignation, retirement or death. Except in the event of the death of an employee such entitlement shall not include prorated vacation for the fiscal year in which the employee terminates unless such employee furnishes the Board with written notification of termination thirty (30) days or more prior to the effective date of termination.

VI. PAY PERIODS AND DIRECT DEPOSIT

Each employee will be required to enroll in direct deposit of pay checks. Pay periods shall be semi-monthly.

VII. EDUCATIONAL ASSISTANCE PROGRAM

The District recognizes the importance of educational development. For those who wish to increase competencies in present assignments and prepare of advancement, a program of financial assistance is offered.

A. Eligibility

1. Educational assistance is available to full time employees.
2. The District will not duplicate assistance from an outside agency, such as Veteran's benefits, scholarships, or other student financial aide programs for expenses covered by this program.
3. Voluntary or involuntary termination of employment with the District will terminate eligibility for assistance.

B. Courses

1. Courses taken where educational assistance benefits are available must have approval by the employee's immediate supervisor prior to enrollment.

2. Courses offered by degree-granting institutions or other schools must be directly related to the employee's present assignment or to future development.

C. Reimbursement

1. Reimbursement of up to 75% for tuition, registration, laboratory fees for each course will be paid upon receipt of official verification of a grade of "B" or better, or satisfactory completion of the course, and of receipts verifying payment of eligible expenses.
2. Reimbursement does not cover books, transportation, meals, supplies or other incidental expenses.
3. The maximum amount in any one fiscal year is \$1,200.

D. Procedure

1. An employee wishing to participate in the Educational Assistance Program should obtain an Educational Assistance Application from the Human Resources office.
2. The completed application is forwarded to the employee's immediate supervisor for approval.
3. The application is forwarded to the Director of Human Resources who informs the employee of the action taken.
4. Upon completion of the course, grades and receipts are forwarded to the HR office where the amount of reimbursement is computed and processed for payment.
5. Employees who wish to take advantage of this benefit will remain employed with the district for one year after receiving reimbursement. Those who leave the District prior to this period will be subject to repayment of the reimbursement.

VIII. RETIREMENT

1. Unused Sick Days

- a.* Upon retirement from the Central Bucks School District, staff members will receive \$15.00 per day for each unused sick day.

2. Notification

- a.* Individuals must submit a letter of retirement to the District no later than one hundred and twenty (120) days prior to the effective date of retirement.

IX. MAINTENANCE OF HEALTH INSURANCE BENEFITS FOLLOWING RETIREMENT

Confidential Executive Assistants who retire and meet the eligibility requirements as set forth, shall be allowed to participate in the District’s group hospitalization/major medical insurance program on the following basis:

- A. Retirees shall contribute 50% of the monthly equivalency rate for employee HMO or employee PPO coverage. The retiree shall be permitted to maintain coverage for his/her dependents contributing 100% of the monthly equivalency rate.
- B. The retiree and/or his/her dependents shall not be eligible to participate in the program upon reaching eligibility for Medicare.
- C. Eligibility requirements for the retiree are as follows:
 - 1. Retiree must apply for a normal retirement benefit through PSERS.
 - 2. Retiree must have at least 15 years of District service.

IX. CONFIDENTIAL EXECUTIVE ASSISTANT COMPENSATION PROGRAM FACTORS

A. Performance Appraisal

The system of evaluation will include a process for the development and evaluation of goals and objectives, and progress conferences. The next-in-line administrator performing the evaluation will determine a final rating based on the established criteria (consistently exceeds, consistently meets, etc.).

B. Salary Adjustments

Confidential Executive Assistant salary adjustments will be based on the following grid:

Rating	2016-2017	2017-2018	2018-2019	2019-2020
Distinguished	3.0%	3.0%	3.5%	3.5%
Proficient	2.5%	2.5%	2.5%	2.5%
Needs Improvement	1.0%	1.0%	1.0%	1.0%
Failing	0%	0%	0%	0%

Evaluations are a confidential matter and discussions amongst peers regarding where or how another employee or yourself is rated is strictly forbidden and could result in disciplinary action if violated. All conferences regarding evaluations and results are between the employee and their supervisor(s).