

Mountain View Business Office Benefit Package

Adopted by the Board of Education on September 28, 2020

The following district office employees not covered by the support staff collective bargaining agreement plan will be in effect for the school year beginning July 1, 2020, and to continue through June 30, 2023. Salary has been approved for these three years.

I. DISTRICT OFFICE EMPLOYEES COVERED

Mrs. Barbara Maxon
Administrative Assistant to the Superintendent/HR Coordinator

Mrs. Alicia Chidester
Coordinator of Payroll and AP/Transportation Coordinator

Mrs. Jessica Worden
Administrative Assistant for the District Business Office

II. WORK YEAR

1. Business office employee's staff shall work 260 days per fiscal year at 7 3/4 hours per day with a 45 minutes paid lunch. Notification of absence, in advance if not an emergency, shall be made to the superintendent/business manager office. Absence verification forms will be turned in within three days following an absence.

III. FRINGE BENEFITS

The school district will provide the following fringe benefits:

1. **Health Insurance** - The Board shall provide medical hospitalization insurance for employees and their dependents according to the plan design and health insurance carrier of record in effect as of the date of approval of this plan OR the most recent plan design and health insurance carrier of record if there have been subsequent changes. Effective the date of plan approval, employees receiving the health insurance benefit shall contribute at the rate of 5.0% of the premium according to the employee selected plan option, not to exceed the amount of the premium paid by the support staff.
2. **Disability Insurance** – Disability Insurance or Income Protection Plan as provided by the carrier.
3. **Dental Insurance** – Dental Insurance for the employee will be available as provided by the carrier.
4. **Liability Insurance** - Liability Insurance will be available as provided by the carrier.
5. **Term Life Insurance** - A term life insurance plan in the amount of two (2) times salary will be provided. The employee would have the choice of capping the life insurance at \$50,000.
6. **Unused Sick Days** - During the term of this contract period, any employee retiring or leaving the school district with at least ten (10) years of service in the district shall be

entitled to receive additional remuneration at the end of his/her final year of service for unused sick days. The additional remuneration will be calculated as follows:

<u>Unused Sick Days</u>	<u>Amount Per Day</u>
# of Sick Days	\$40.00

For example, an employee with 155 sick days at the time of his/her last day of service shall be remunerated by the following formula:

$$155 \text{ days} \times \$40.00 = \$6,200.00$$

7. **Mileage Reimbursement** - The Board agrees to reimburse secretaries the maximum, non-taxable Internal Revenue Service (IRS) rate allowable by the IRS for the use of personal vehicles.

8. **Benefits Waiver**
Voluntary Buyback

To be eligible for the voluntary buyback, an employee shall provide written documentation that he/she maintains health coverage under another plan or subscribership and therefore will not need the medical insurance coverage provided by the district. Such proof must be presented at the time he/she applies for the waiver. The employee shall apply for the waiver in writing by April 1st.

An employee who is eligible for health benefits provided and paid for by the district may voluntarily waive hospital/surgical and medical coverage. In exchange for this annual waiver, the district shall pay the eligible secretary \$2500 per year. Payment by the district of the \$2500 buyback shall be paid each July 15th of the year following the annual waiver. Secretaries receiving the voluntary buyback payment may decide whether to receive the payment by payroll check, a deposit into the secretary's 403b plan, or a deposit into a 125 Plan established by the district. New hires shall be eligible for pro-ration during their first year of coverage, based upon their date of eligibility.

Should a life-changing event occur (as defined by the current health insurance carrier of record) that would require the district to reinstate coverage for an employee who selected the voluntary buyback, the district will pay him or her a monthly pro-rated portion of the \$2500. The pro-rated payment shall be paid no later than July 15th of the year following the buyback.

Plan 125

The district offers an IRS Section 125 plan and flexible spending accounts for medical expenses and dependent care to members of the business office.

IV. LEAVES

1. **Holidays**

Specific holidays shall be granted to district office employees who work two hundred sixty (260) days. The stipulated holidays shall be granted on the following days:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Christmas Eve
8. Christmas Day
9. (2) Floating Holidays

In a 262 day year, the day after Thanksgiving and the day after Christmas will be non-scheduled days.

In a 261 day year, the day after Thanksgiving will be a non-scheduled day.

Should any of the designated holidays occur on Sunday, the following Monday instead of Sunday shall be recognized and observed as the holiday in question. Should any of the designated holidays occur on Saturday, the preceding Friday shall be recognized and observed as the holiday, provided that day is so designated by law.

2. **Sick Leave** - Ten (10) sick leave days will be provided as defined in the Public School Code.
3. **Vacation Days** - Ten (10) vacation days will be provided per fiscal year. Following the completion of five full years of service one additional vacation day will be added per year to a maximum of twenty (20) days. During the first and subsequent years of employment these days shall accumulate at a rate determined by dividing the available days by twelve to reach a maximum of those days available per year. Unused vacation days can be accumulated to a maximum of twenty (20) days. Use of more than twenty (20) vacation days in a fiscal year would require prior Board of Education approval. Any accumulated days above thirty (30) will be converted to sick days.

For new hires, vacation time will accrue during the year at a rate equal to the number of days the employee is eligible for divided by the number of days the employee is scheduled to work. For employees employed by the district for three years, the total yearly allotment of vacation days shall be granted on July 1 of each year.

4. **Jury Duty** - A district office employees who is called for jury duty will receive the payment of his or her normal salary. The employee shall pay to the district the jury duty pay given to him/her during the period of jury duty excluding reimbursement for mileage and meal allowance.
5. **Personal Days** - District office employees shall be permitted three (3) days per school year of absence from duty, for personal reasons, without loss of pay. The employee's unused personal days shall be accumulated up to eight (8) days. Any days over the limit of eight (8) days will be converted to sick days.
6. **Board Approved Special Unpaid Leave** - The Board, in its discretion, may grant unpaid leaves for personal reasons or for good cause not covered by other unpaid leave provisions. To be eligible for Board Approved Special Unpaid Leave, the employee must have depleted all his/her paid leaves. It is the understanding of the Board that barring any emergency the employee shall return to work upon completion of said leave. Any time an employee is on Board Approved Special Unpaid Leave, the leave shall not be counted toward seniority. However, when an employee returns from Board Approved Special Unpaid Leave, the employee shall maintain all previous seniority acquired before said leave commenced. If an employee is unable or unwilling to return to employment at the conclusion of the leave, the employee will be terminated.

All requests for Board Approved Special Unpaid Leave shall be in writing and be granted for a period of time up to one (1) year but may be extended by the Board upon written request. The Superintendent shall have the authority to grant Special Unpaid Leave for any period of time less than fifteen (15) work days at which point the School Board must either grant or deny the continuation of the employee's request.

During Board approved special Unpaid Leave, the employee shall not be entitled to any of the benefits provided by this contract. However, the employee shall be allowed to remain a member of any District group insurance plans at his own expense. Because the District pays insurance premiums one month in advance, the employee must submit any monthly premium payments to the Business Office at least one month in advance of the date that each premium payment is due. It is an employee's responsibility to make said payments in a timely manner without any notice by the District. A Board Approved Special Unpaid Leave shall not be granted for the purpose of taking another job or seeking other employment.

Up to a 12 week Board Approved Special Unpaid Leave shall be automatically granted for the following reasons:

- a. The birth of a child and care for the newborn within one year of birth;
- b. The placement with the employee of a child for adoption or foster care for the newly placed child within one year of placement;
- c. The care for the employee's spouse, child, or parent who has a serious health condition;
- d. A serious health condition that makes the employee unable to perform the essential functions of his/her job;
- e. Any qualifying exigency arising out of the fact that the employee's spouse, son daughter, or parent is a covered military member on covered active duty.

This listing is only for the purpose of automatic approval of said leave. It should not be interpreted as a limitation on the Superintendent/School board from granting leave at their discretion for reasons not specifically listed above or extending any of these leaves for longer than the guaranteed 12 weeks.

7. **Bereavement Leave** - Whenever a full-time employee shall be absent from duty because of a death in the immediate family or step-family of said employee, there shall be no deduction in wages/salary or benefits of said employee for an absence not in excess of three (3) days. The Superintendent or his/her designee may extend the period of absence with pay at his/her discretion as the circumstances of the case may warrant. Members of the immediate family or step-family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, step-parents, step-children, step-siblings or near relative who resides in the same household, or any person with whom the employee has made his/her home.

Whenever a full-time employee is absent because of a death not in the immediate family or step-family but of a near relative, there shall be no deduction in the wages/salary or benefits of said employee for absence not in excess of one (1) day. The Superintendent or his/her designee may extend the period of absence with pay at his/her discretion as the circumstances in the case may warrant. A near relative shall be defined as first cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

8. **Unpaid Leave**
A district office employee may request unpaid leave for up to fifteen (15) days of absence by written request to the superintendent prior to the time requested. The superintendent shall approve or disapprove the request. Unpaid leave requests in excess of fifteen (15) days must be submitted to the Board for consideration.

Employees who have worked for the district for three years or more shall receive three (3) unpaid leave days each July 1. This leave shall be without payment of wages.

Healthcare benefits, if employee qualifies, will continue during leave without additional payments beyond the normal premium share. These days shall not accumulate from year to year. This leave can only be used by employees who have depleted all of their personal days.

9. **Workers Compensation**

Employees who are injured on the job and who are found eligible for Workers' Compensation Benefits shall be eligible for benefits consistent with the Pennsylvania Statutes which govern the same. Absence from duty for employees who have been determined eligible for benefits shall not be charged against the employee's sick leave during the period of eligibility.

10. **Legal Leave**

When subpoenaed, employees shall be granted paid leave to appear or participate in legal proceedings related to employment, unless the employee is in an adversarial position to the district. Any payment received by the employee for being a witness shall be reimbursed to the district.

11. **Delayed Start, Early Dismissals, Snow Days**

In the event of an extreme emergency resulting in a delayed start, an early dismissal, school cancellation for snow or other emergency conditions the superintendent may make a determination for the business to arrive late, leave early, and or be absent without loss of their available sick, personal, or vacation days.

12. **Winter Holiday Break**

The business office will be closed during the winter holiday break. Business office employees will be paid for the winter holiday break.

13. **Evaluations**

All business office employees will be evaluated once a year to be completed by June 30.

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