

SCHUYLKILL INTERMEDIATE UNIT 29

SUPPORT STAFF COMPENSATION PLAN  
Benefits Booklet

July 1, 2021 through June 30, 2024

## **Design of Plan**

The Schuylkill Intermediate Unit Support Staff Compensation Plan is a composite plan that includes professional staff, support staff, maintenance staff and confidential staff and defines the salaries and benefit packages to employees who are not included in the ACT 93 Plan or any of the three collective bargaining associations.

The following sections serve as the Schuylkill Intermediate Unit Compensation Plan for the Support Staff for the **2021-2022**, **2022-2023** and **2023-2024** school year.

### **Section 1. Insurance Protection**

All Compensation Plan employees will have a Qualified High Deductible Health Plan with a Health Savings Account (HSA) as approved by the Board of Directors.

The Intermediate Unit will make employer contributions based upon a schedule approved by the Intermediate Unit Board of Directors. Employees will be eligible to make additional contributions into the HSA on a voluntary basis based on IRS guidelines for the applicable calendar year.

#### **A. Health, Hospital and Major Medical Coverage**

Benefits are provided as described in the Schuylkill County School Employees' Health and Welfare Administrators Benefit Plan Document, or equivalent coverage, for the employee, spouse, and eligible dependents. The major medical coverage will be a maximum of \$1,000,000 for each employee, spouse, and eligible dependents.

## **B. Prescription Drug Coverage**

For the 2021-2022, 2022-2023, and 2023-2024 school years, the prescription drug coverage shall be as follows:

Prescription Drug Coverage		
	Retail Pharmacy	Mail Pharmacy
Deductible	\$50 Per Calendar Year	N/A
Member Cost Share	up to 31 day supply Generic-\$10 Formulary-\$25 Non-Formulary-\$75	up to a 90 day supply Generic-\$20 Formulary-\$50 Non-Formulary-\$150
Mail Incentive Plan	Members will be allowed 2 fills at retail for their long-term medications. On the 3rd fill, if the member stays at retail, they will be responsible for 100% of the drug cost. If the member moves to mail order, they will pay their standard mail copayments.	
Formulary	Incentive	
Generic Substitution	If a brand is dispensed when there's a generic equivalent available, the member will be responsible for the brand copayment plus the difference in cost between the brand and the generic drug.	
Out of Pocket Maximum	\$1,650 single \$3,300 two-party & family	

## **C. Dental Coverage**

Benefits are provided as described in the Schuylkill County School Employees' Health and Welfare Trust Administrators Benefit Plan Document, or equivalent coverage, for the employee, spouse, and eligible dependents.

## **D. Vision Coverage**

Benefits are provided as described in the Schuylkill County School Employees' Health and Welfare Administrators Benefit Plan Document. Vision Care Insurance (eye examination and refraction) will be provided for the employee, spouse, and eligible dependents.

#### **E. Premium Share**

All employees eligible for board-paid insurance will pay a premium share based on the employee's enrollment status as of July 1<sup>st</sup> of each year and the premium share amount shall be adjusted annually effective July 1<sup>st</sup>.

During the term of this contract, the premium share per pay amount recovered by the Board will be as follows:

##### **For the 2021-2022 school year:**

<u>Enrollment Status</u>	<u>Premium Share (Per Pay)</u>
Single	\$15.00
Two Party	\$20.00
Family	\$25.00

##### **For the 2022-2023 and 2023-2024 school years:**

<u>Enrollment Status</u>	<u>Premium Share (Per Pay)</u>
Single	\$25.00
Two Party	\$30.00
Family	\$35.00

#### **F. Waiver of Premium**

An employee eligible for insurance coverage through his/her spouse may decline board-paid insurance and shall be entitled to a \$2,000 stipend during the term of this contract. Any employee entitled to this stipend shall receive a semi-annual payment of \$1,000 with the first pay in December and the first pay in June of each school year.

To be eligible for the stipend, the employee must withdraw from enrollment in the Schuylkill Intermediate Unit or Schuylkill Technology Center insurance coverage for a minimum period of one (1) school year. Employees must provide written notification and proof of alternate insurance in order to withdraw from the Schuylkill Intermediate Unit or Schuylkill Technology Center coverage. Written notification must be received no later than July 1<sup>st</sup> of each year for the following school year. Employees who must reenroll due to a qualifying event may do so without regard to preexisting conditions.

In situations where both spouses are employed by one or a combination of the Schuylkill Intermediate Unit or Schuylkill Technology Center, neither will be eligible for the insurance stipend. One spouse is required to be covered as a dependent on the other's coverage. Both spouses cannot have individual coverage under the insurance plan.

#### **G. Disability – Income Protection Coverage**

Benefits are provided as described in the Schuylkill County School Employees' Health and Welfare Trust Administrators Benefit Plan Document and provides for group disability income protection in the amount of \$1,100 per month for the employee who enrolls in the plan.

Employees may elect to purchase additional coverage to a maximum of two-thirds (2/3) of the employees annual salary.

#### **H. Life Insurance Coverage**

Term life insurance shall be provided for the employee in the amount of fifty thousand dollars (\$50,000).

### **Section 2: Travel Reimbursement**

Employees who use their private motor vehicle for employer business or transportation shall be reimbursed at the standard rate for business travel as determined by the Internal Revenue Service (IRS).

Reimbursement for travel during the school day shall be made from an annually designated building or departure point to and from the assigned work areas. When an employee travels from his/her home directly to a work related event or assignment, the reimbursed mileage will be the difference between the total miles traveled and the employees normal daily commute.

Mileage incurred after the school day for activities shall be reimbursed on the actual mileage incurred, exclusive of any mileage between the work sites to the employee's home.

### **Section 3: Course Reimbursement**

Reimbursement for tuition, course-required textbooks, technology fees, and course-required software would be provided at a maximum of twelve (12) credits per school year. Reimbursement shall be restricted to courses specifically related to the employee's position or courses that may benefit the Intermediate Unit/Technology Center. Pre-approval of the Executive Director is required. The employee must provide the following items when submitting a request for reimbursement of course(s):

- Copy of approved Pre-Approval form signed by the Executive Director.
- Proof of payment for tuition, textbooks, fees, and course required software.
- Final passing grade.

The use of a Deferred Payment Plan with the college or university shall be for the purpose of deferring payment until the end of the course(s). The deferred payment is between the employee and the college or university. The Intermediate Unit/Technology Center will not reimburse the college or university directly on behalf of the employee.

The employee will repay reimbursement to the Intermediate Unit/Technology Center in the event an employee resigns based on the following schedule:

One hundred percent (100%) repayment of reimbursement for courses taken two calendar years prior to resigning for purposes other than retirement, disability, or program elimination. Reimbursement will be calculated based on one hundred percent (100%) of courses reimbursed within 730 days prior to resigning.

#### **Section 4: Professional Dues, Test Fees and Licenses**

The Board recognizes that certain expenses are incurred in the process of maintaining licensed status or in maintaining certain professional commitments. Employees who serve in a licensed or professional capacity may apply for consideration with full and appropriate justification for maximum of \$500.00 for dues and fees.

#### **Section 5: Sick Leave**

Twelve-month employees are provided twelve (12) sick days per year. Ten-month employees are provided ten (10) sick days per year. Each employee may use a maximum of four sick days per year per the board-approved Family Leave Policy. Family Leave days are not cumulative.

Each employee may accumulate an unlimited number of sick days and upon retirement or death be reimbursed for the unused sick days. Full payment, because of retirement or death, will be made according to the SIU Professional Personnel Contract in the form of a lump sum payment to a 403 (b) Tax Sheltered Annuity or a 457 (b) Deferred Compensation Plan approved by the Schuylkill Intermediate Unit 29. The employee shall have the right to select the provider from the SIU approved provider list.

#### **Section 6: Personal/Emergency Leave**

Each employee will receive three (3) days per year. The maximum accumulation for unused days will be (7) days. Unused days beyond the maximum will be converted to sick days annually.

## **Section 7: Bereavement Leave**

Whenever an employee is absent from duty because of a death in the immediate family of said employee, there shall be no deduction in salary of said employee for an absence of five (5) work days used within the first seven (7) days of the family member's death unless otherwise approved by the Executive Director or designee. Members of the immediate family shall be defined as: father, mother, brother, sister, son, daughter, husband, wife, grandchild, parent-in-law, son-in-law, daughter-in-law, stepchild, stepmother, and stepfather or near relative who resides in the same household, or any person with whom the employee has made his home.

Whenever an employee is absent from duty because of a death of a grandfather, grandmother, grandfather-in-law, and grandmother-in-law of said employee, there shall be no deduction in salary of said employee for an absence of three (3) work days used within the first seven (7) days of the family member's death unless otherwise approved by the Executive Director or designee.

Whenever an employee is absent because of the death of a near relative, there shall be no deduction in the salary of said employee for absence on the day of the funeral if the service is scheduled on a workday. A near relative shall be defined as: first cousin, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.

## **Section 8: Vacation Leave**

Twelve-month minimum 240-day employees shall receive vacation benefits.

Employees employed for less than 3 fiscal years will receive 15 vacations days per year. Employees who have worked 3 or more fiscal years will receive 20 vacation days per year. A fiscal year is defined as July 1<sup>st</sup> to June 30<sup>th</sup>.

Vacation days are assigned as of July 1<sup>st</sup> of each year and may be used until August 15<sup>th</sup> of the following year. New employees starting after July 1<sup>st</sup> will receive a prorated number of vacation days based on the number of months remaining in the fiscal year.

Employees may accumulate forty (40) vacation days at discretion of the employee.

Unused vacation leave for all personnel may be converted to sick leave days annually at the request of the employee.

Upon retirement or death, full payment will be made by multiplying the number of accumulated vacation days by the employee's per diem rate. A lump sum payment will be made to a 403 (b) Tax Sheltered Annuity or a 457 (b) Deferred Compensation Plan approved by the Schuylkill Intermediate Unit 29. The employee shall have the right to select the provider from the SIU approved provider list.

Upon dismissal or resignation for reasons other than retirement, the employee will receive no compensation for unused vacation days.

## **Section 9: Catastrophic Sick Leave**

Compensation Plan employees shall be permitted to solicit sick days from its members prior to October 1<sup>st</sup> of each year to be used in the event that any member is stricken with a serious or sudden illness or injury. To qualify for this program, the stricken member must have accumulated a minimum of twenty (20) sick days before being afflicted.

Once the Sick Leave Bank falls below one hundred (100) cumulative days, the Sick Leave Bank Committee may re-solicit current membership for additional days.

An eligible member may not contribute more than two (2) days in any school year. Once a day is contributed to the catastrophic sick day bank, the contribution is irrevocable.

Once an employee joins the bank, membership is permanent. However, whenever the Bank becomes open, all current sick day bank members with twenty (20) accumulated sick days must donate a day.

Only members who contribute to the sick leave program shall be permitted to participate in the program.

A member must exhaust all sick, personal, and vacation days prior to being permitted to draw on the sick leave program.

Illnesses or injuries covered by Workmen's Compensation shall be excluded from this program.

Appropriate guidelines, or rules and regulations, shall be prepared as may be required by a committee governing the administration of the program and to insure that abuses are not incurred and that the program is applied in a fair and equitable manner.



## **Section 10: Retirement Incentive**

Employees hired after December 31, 2008 will not be eligible for the Retirement Incentive Program as listed below.

In order for an eligible employee to qualify for one of the following retirement incentives, the employee must meet all criteria as listed:

- A. The employee must have been employed for a minimum of twenty (20) years of uninterrupted service by the Schuylkill Intermediate Unit and/or the Schuylkill Technology Center.
- B. The employee must have a minimum thirty (30) years credited to the Public School Employees' Retirement Systems (PSERS) and retiring through the PSERS System.
- C. The employee must provide written notification to the Board of Directors retiring at least ninety (90) school days prior to retiring.
- D. The employee must notify the Board of Directors in writing as to which Retirement Incentive option he/she selected at the time of submitting the notification of retirement from one of the following options:

- (1) One hundred percent (100%) of the net cost of employee only full group insurance for five (5) years commencing immediately after retiring or until Medicare eligible.

OR

- (2) Seventy-five percent (75%) of the net cost of employee-only full group insurance for seven (7) years commencing immediately after retiring or until Medicare eligible.

Full group insurance includes: medical, dental, vision, and prescription coverage. The net cost is defined as the total cost of the group insurance less the PSERS Premium Assistance Reimbursement each month. The eligible employee agrees to pay the Premium Assistance Reimbursement to the Schuylkill Intermediate Unit/Schuylkill Technology Center each month in advance, due on the 1<sup>st</sup> of each month. Eligible coverage under the terms of this plan cannot be banked for use at a later time. Medical coverage for retirees of this Agreement shall be the same as for active employees. If there are multiple plans available, retirees will have the right to open enrollment as well.

**Section 11: Work Year**

The work year for compensation plan employees shall be a maximum of 240 days, or the approved SIU 12-month calendar, or unless otherwise specified by a separate agreement. The workday length shall be as approved by the SIU Board of Directors with a sixty minute lunch period. The time of the workday shall be determined by the SIU Board of Directors.

Assistant Directors of CTE and Case Managers shall be ten-month employees (220 days) with the workday length being approved by the SIU Board of Directors with a sixty (60) minute lunch period.

Service Coordinators, Social Workers, Specialists, and Therapists shall be ten-month employees (200 days) and work seven (7) hours per day with a thirty (30) minute lunch period.

Non-Public Guidance Counselor shall be ten-month employees (198 days) and work seven (7) hours per day with a thirty (30) minute lunch period.

The Therapy Assistants shall be ten-month employees (187 days) and work seven (7) hours per day with a thirty (30) minute lunch period.

The full-time Health Room Assistant shall be a ten-month employee (185 days) and work seven (7) hours per day with a thirty (30) minute lunch period.

**Section 12: Salary**

For each year of this contract, an annual salary increase based on the average percent increase of the 12 member school districts' ACT 93 personnel or \$1,100, whichever is more, will be provided for compensation plan members performing on a satisfactory or above level as evidenced on his/her annual evaluation. The percentage or dollar increase will be calculated annually. If all twelve (12) member school districts approve a pay freeze, the percentage and/or dollar increase will be zero.

**Section 13: Other Benefits**

Unless specified above, same as the SIU Professional Personnel Contract.