

East Stroudsburg Area School District
East Stroudsburg, PA 18301



FIRST LEVEL SUPERVISOR

**COMPENSATION
PLAN**

for

2022-2023 through 2024-2025

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Adoption

To comply with Pennsylvania law and to provide for a management team philosophy, the Board of Education of the East Stroudsburg Area School District, hereinafter referred to as the “Board” after Meeting and Discussing with First Level Supervisors hereinafter referred to as the “employee”, adopts the following Compensation Plan for 2022-2023 through 2024-2025.

Approved by the East Stroudsburg Area School District Board of Education at its regularly scheduled meeting of January 23, 2023.

**East Stroudsburg Area School District
Board of Education**



Richard Schlameuss, President



Patricia Rosado, Secretary

Definitions

The term "First Level Supervisors" shall include the following positions for the purpose of this Plan:

First Level Supervisors - 12 month positions

Assistant Food Services Directors
Custodial (Working) Supervisors
Mechanic (Working) Supervisor
Grounds Maintenance (Working) Supervisor
Maintenance (Working) Supervisor
Transportation Dispatcher

Term of Plan

From July 1, 2022 until June 30, 2025 with salaries and benefits established by the Board of Education as set forth herein.

If a new Compensation Plan for any fiscal year beyond this Plan has not been developed and approved prior to the end of this Plan, all salaries and fringe benefits will continue in force without reduction or loss of coverage until such time as a new Compensation Plan is developed and approved.

Any references to "salary", "benefits", "year", "annual work year" or the like, and any calculations to be made in connection therewith, are to be based upon the District's fiscal year which begins July 1 and ends June 30.

Workdays

All First Level Supervisors shall be twelve (12) month employees with a regular workweek of forty (40) hours, consisting of five (5) consecutive days per week of eight (8) hours duration each, exclusive of 30 minutes duty-free lunch. In addition, they shall work Act 80 days, in-service days, winter/spring recess and any authorized severe weather/emergency school delay/cancellations.

Time and one-half (1.5x) of the appropriate straight time hourly rates will be paid for all hours worked in excess of forty (40) hours in the regular workweek or eight (8) hours in the regular workday.

Holidays

The recognized thirteen (13) paid Holidays for all employees are as follows:

Labor Day	New Year's Eve
Thanksgiving Day	New Year's Day
*Friday after Thanksgiving Day	*Martin Luther King Jr. Day

*Monday after Thanksgiving Day
Workday Before Christmas Day
Christmas Day

*Presidents' Day
*Good Friday
Memorial Day
Fourth of July

*An alternate day will be provided by the District if pupils are in attendance on these days.
Such an alternate day will be provided prior to the last day of the academic year.

Employees who have received proper authorization from the District, who work on any of the paid Holidays except Labor Day, shall be paid at straight time plus double time (3x). Labor Day shall be paid at straight time plus time and one-half (2.5x). Employees, who have received proper authorization from the District, who work on Sundays shall be paid a total of two (2) times their regular pay.

Vacation

Effective July 1, 2022, twelve (12) month First Level Supervisors are entitled to vacation with pay on the following basis: Up to five (5) days of vacation upon hire; five (5) days of vacation in year two; ten (10) days of vacation after two years of service; fifteen (15) days of vacation after six or more years of service; twenty (20) days of vacation after ten or more years of service in the school District.

Employees hired on or after July 1, 2022, working less than a full year (July 1 to June 30), will be issued vacation days on their date of hire as outlined below:

Employee Hire Date	Vacation Days Issued
March 1 through April 30	1 Day
January 1 through February 28 or 29	2 Days
November 1 through December 31	3 Days
September 1 through October 31	4 Days
July 1 through August 31	5 Days

Any vacation days that remain unused at June 30th of each year of this Agreement will automatically be carried over to the next fiscal year. An employee may accumulate no more than thirty (30) vacation days. On June 30th of each year, any unused vacation days over thirty (30) must be placed into a District available 403(b) or paid out at the employee's current daily rate as of June 30th of the same year. An employee must notify the business office by July 1st of each year of this Agreement, of their choice to utilize the District provided 403B or receive a payout. Any vacation requests when school is in session requires prior approval from your immediate supervisor.

Upon separation from the District, each employee shall be compensated for any unused vacation days at his/her respective rate of pay.

Compensation (Benefits)

Extension of Benefits

The Board shall provide the employee benefits provided in the existing Act 93 Compensation Plan.

The following benefits are provided:

Bereavement Leave

Death of a Spouse, Parent, Child: Up to five (5) non-consecutive work days leave of absence without loss of pay and benefits will be allowed by this Agreement for a husband, wife, domestic partner, mother, father, son, daughter, step-father, step-mother, step-son or step-daughter. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.

Death of Immediate Family: Up to three (3) non-consecutive work days leave of absence without loss of pay and benefits will be allowed by this Agreement. Members of the immediate family shall be defined as brother, sister, parent-in-law, son-in-law, daughter-in-law, grandchild, grandmother, grandfather or near relative who resides in the same household, or any person with whom the employee has made his/her home. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.

Death of Near Relative: One (1) day leave of absence will be allowed without loss of pay and benefits by this Agreement in the event of a near relative. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, brother-in-law or sister-in-law. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.

Sick Leave

Sick leave for twelve-month employees shall be twelve (12) days per year, and will be accumulative without ceiling.

Personal Days

Each employee will receive three personal days per year. Unused personal days will be converted to vacation days on July 1 of the following year.

Term Life Insurance

Term life insurance policy equal in value to 2-1/2 times the annual salary shall be provided. This policy will be maintained on all retired First Level Supervisors with at least 10 years of First Level Supervisor service in the East Stroudsburg Area School District until age 65, but not exceed the number of years accrued in First Level Supervisor service within the District and will be based upon the annual salary in effect at the time of retirement.

Retired employees over the age of 65 will have the option of maintaining their policy by enrolling in an individual policy at their own cost through the life insurance provider. Active employees will have the option of increasing their coverage by paying the premium to the District.

Healthcare Insurance

The Board agrees to provide a group healthcare (medical & prescription) plan for each employee and his/her eligible dependents covered by this Plan as outlined in Appendix A of this document. Subsequent to Board approval, healthcare carriers may be changed provided there is no diminution of the current benefit levels. However, the Board shall not be responsible for changes made unilaterally by the current carrier or changes mandated by applicable federal and/or state laws and regulations.

Healthcare Premium Share

Employees' premium share for medical/prescription coverage shall be 10.0% of the annual premium actuarially determined COBRA rates (less the 2% administrative fee).

The annual healthcare premium share will be divided by the number of fiscal year pay periods to determine the per pay deduction. In the event an employee continues District medical/prescription coverage while on unpaid leave, they will be required to pay the District their respective premium share.

Health Insurance after Retirement

All eligible retired employees shall receive single coverage health insurance at the level provided for all other staff or until an individual becomes eligible for Medicare, with premiums paid by the District. A retired employee will be required to pay for any eligible dependent coverage that he/she elects.

Retirees eligible for continued District paid health insurance shall not be required to pay the healthcare premium share.

In order to be eligible for District paid health insurance coverage after retirement, an employee must have either twenty (20) years of total service in the East Stroudsburg Area School District or ten (10) years of service as a First Level Supervisor in the East Stroudsburg Area School District upon retirement.

Dental Insurance

The Board agrees that the District shall pay the monthly premiums for dental benefits equal to or better than the current dental coverage for each employee covered by this Plan and his/her eligible dependents.

Vision Insurance

The Board agrees that the District shall pay the monthly premiums for vision benefits equal to or better than the current vision care coverage for each employee covered by this Plan and his/her eligible dependents.

Married Couples Employed By District

Duplication of healthcare coverage will not be permitted. If the District employs an employee's spouse, the couple may elect medical/prescription, dental and/or vision insurance under one employee, but not both.

Extended Sick Leave Benefit

Effective July 1, 2022, after sick leave is depleted, payment will be made for additional days lost due to illness or injury at the rate of \$105 per day for five (5) days for each full year of First Level Supervisor service to the District. The lifetime maximum number of days for such payment shall not exceed fifty (50) days.

Long-Term Disability Plan

The Board agrees that the District shall pay the premium for employees covered by this Plan for a long-term disability insurance plan that provides (subject to insurer's approval) for a payment of 66 2/3 % of the employee's annual salary, with an elimination period of the greater of an employee's accumulated sick time or 60 days, and a \$5,000 per month maximum.

Unused Sick Leave at Retirement

Effective July 1, 2022, unused sick leave at retirement for First Level Supervisors shall be paid at the following rates based on years of First Level Supervisor service in the District:

5 - 10 years	75% of daily rate (Up to 100 days)
11+ years	100% of daily rate (Up to 100 days)

Daily rate is the rate earned on or before June 30th of the employee's final year of employment.

No additional sick days may be accumulated for the purposes of retirement reimbursement above one hundred (100) days for First Level Supervisors.

Reimbursement for Graduate Course Expense

Tuition for graduate course credits and fees relevant to present job responsibilities shall be reimbursed at the actual cost of the course and fees but shall not exceed the cost of graduate course and fees at Lehigh University.

All courses must have the prior approval of the Superintendent, or his/her designee. Approval by

the Superintendent, or his/her designee will be based on relevance to position responsibilities of the employee and on potential benefits to the East Stroudsburg Area School District. A grade of "B" or better is required to qualify for this reimbursement. An employee shall be permitted a total of twenty-four (24) credits per year.

Reimbursement for graduate credits shall be subject to the employee remaining as an employee in the District for at least three years after completion of the course for which reimbursement is paid. Any employee leaving the District sooner than three (3) years after completion of the course will be required to repay the District part of the reimbursement, as follows:

Remains less than one year	100% of the amount of the reimbursement paid to the employee
Remains one year, but less than two years	70% of the amount of the reimbursement paid to the employee
Remains two years, but less than three years	40% of the amount of the reimbursement paid to the employee

Repayment shall be made through a deduction in final payroll checks or shall be directly reimbursable by the employee with a personal check prior to terminating employment with the District.

Reimbursement for Undergraduate Course Expense

An employee enrolled in approved undergraduate credit courses leading to a degree relevant to present job responsibilities shall be reimbursed at the actual cost of the course and fees, but not to exceed \$4,000 per year. All courses must have the prior approval of the Superintendent, or his/her designee. Approval by the Superintendent, or his/her designee will be based on relevance to position responsibilities of the employee and on potential benefits to the East Stroudsburg Area School District. A grade of "B" or better is required to qualify for this reimbursement.

Reimbursement for undergraduate credits shall be subject to the employee remaining as an employee in the District for at least three years after completion of the course for which reimbursement is paid. Any employee leaving the District sooner than three (3) years after completion of the course will be required to repay the District part of the reimbursement, as follows:

Remains less than one year	100% of the amount of the reimbursement paid to the employee
Remains one year, but less than two years	70% of the amount of the reimbursement paid to the employee
Remains two years, but less than three years	40% of the amount of the reimbursement paid to the employee

Repayment shall be made through a deduction in final payroll checks or shall be directly reimbursable by the employee with a personal check prior to terminating employment with the District.

Evaluation Technique

The Superintendent, or his/her designee, will complete an annual appraisal of the employee using the established East Stroudsburg Area School District Staff Evaluation Form.

A summary of the appraisal will be provided to the employee prior to July 1 of any year covered by this Plan, rating his/her performance as either satisfactory, not satisfactory or in need of improvement.

Compensation Methodology

Commencing July 1, 2022 and subsequent years under this Compensation Plan, hourly rates will be increased by three percent (3%) over those established in the previous fiscal year, based on a satisfactory evaluation.

All matters involving compensation shall be established and determined by official action of the Board of Education.

ACA Excise Tax

Should the District receive notice that the Health Insurance premiums will, under the ACA, be subject to the ACA excise tax, the parties will immediately commence discussions over how to reduce premiums to avoid the excise tax. The parties pledge to make themselves available to meet at least once per week in this effort.

Deferred and Severance Compensation

The Board shall make a non-elective employer contribution to the employee's 403(b) retirement program in an amount equal to unused sick and vacation time up to the allowable IRS limit.

SCHEDULE "A"

First Level Supervisors

Starting Wages

2022-2023	2023-2024	2024-2025
\$28.00	\$28.00	\$28.00

Unless the District determines otherwise, all new hires will be placed at the starting rate.

APPENDIX “B”

Deductibles (In-Network)

	<u>Single</u>	<u>Family</u>
January 1, 2023	\$500	\$1,500
January 1, 2024	\$500	\$1,500
January 1, 2025	\$500	\$1,500

Deductibles (Out-Network)

	<u>Single</u>	<u>Family</u>
January 1, 2023	\$1,000	\$3,000
January 1, 2024	\$1,000	\$3,000
January 1, 2025	\$1,000	\$3,000

Office Visit Copays (In-Network)

	<u>PCP</u>	<u>Specialist</u>	<u>Urgent Care</u>	<u>ER</u>
January 1, 2023	\$15	\$15	\$35	\$100
January 1, 2024	\$15	\$15	\$35	\$100
January 1, 2025	\$15	\$15	\$35	\$100

*ER \$100 Copay is
waived if admitted

Prescription Drug Copays

	<u>Generic</u>	<u>Brand Formulary</u>	<u>Brand Non-Formulary</u>	
January 1, 2023	20%	20%	20%	Retail
	\$20	\$20	\$20	Mail
January 1, 2024	20%	20%	20%	Retail
	\$20	\$20	\$20	Mail
January 1, 2025	20%	20%	20%	Retail
	\$20	\$20	\$20	Mail

Employee Premium Share

22/23 Fiscal Year	10% of COBRA rates (less the 2% administrative fee)
23/24 Fiscal Year	10% of COBRA rates (less the 2% administrative fee)
24/25 Fiscal Year	10% of COBRA rates (less the 2% administrative fee)