

East Stroudsburg Area School District
East Stroudsburg, PA 18301



ADMINISTRATIVE ASSISTANTS

COMPENSATION
PLAN

for

2023-2024 through 2026-2027

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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 Administrative Assistants and the Benefits Coordinator, hereinafter referred to as the “employee”, adopts the following Compensation Plan for 2023-2024 through 2026-2027.

Approved by the East Stroudsburg Area School District Board of Education at its regularly scheduled meeting of May 15, 2023.

East Stroudsburg Area School District Board of Education



Richard Schlameuss, President



Patricia Rosado, Secretary

Definitions

The term “Administrative Assistants” shall include the following positions for the purpose of this Plan:

Administrative Assistants

Administrative Assistants – Human Resources
Administrative Assistants – Superintendent
Benefits Coordinator – Human Resources
Administrative Assistant – Administrative Services

Term of Plan

From July 1, 2023 until June 30, 2027 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

Administrative Assistants/Benefits Coordinator shall be twelve (12) month employees with a regular workweek of thirty-seven and one half hours (37.5), consisting of five (5) consecutive days per week of seven and one half (7.5) hours duration each, Monday through Friday.

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.

An employee may extend their regular contractual workday on site or remotely as necessary, after securing supervisor approval.

Within any particular summer workweek, an employee may work a compressed four (day) (37.5 hour) workweek, after securing supervisor approval, thereby reducing the number of days in the regular workweek. This flexible (“Flex”) time workweek must not include accruals, paid holidays or work from home days and will not be eligible for overtime. The summer weeks eligible for Flex time will be determined by the Superintendent.

Work from Home

Employees may have up to ten (10) Work from Home days in one fiscal year, after securing supervisor approval. Unused Work from Home days will not roll over to the following year. The employee will be required to fulfill all of their responsibilities during their regularly scheduled workday, and will not be eligible for overtime.

Holidays

The recognized thirteen (13) paid holidays for all full-time twelve (12) month 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	*Presidents' Day
Workday Before Christmas Day	*Good Friday
Christmas Day	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.

Holidays, including winter and spring recess shall be in accordance with the School Calendar, without loss of pay and benefits.

Employees shall follow the School Calendar with respect to District authorized severe weather/emergency school cancellations without loss of pay and benefits.

In the event of District authorized delays or early dismissals that occur during the employee's regularly scheduled workday, and at the discretion of the District, employees may report to work at a later time and/or be released prior to their regularly scheduled workday without loss of pay and benefits.

Vacation

Effective July 1, 2023, twelve (12) month Administrative Assistants are entitled to vacation with pay on the following basis: Up to fifteen (15) days of vacation upon hire (year one); fifteen (15) days of vacation in years two through five, twenty (20) days of vacation in year six.

Upon hire, newly hired twelve (12) month employees, working less than a full fiscal year shall be awarded the following vacation days:

<u>Month of Hire</u>	<u>Days Awarded</u>
July	15
August	14
September	13
October	12
November	10
December	9
January	8
February	7
March	5
April	4
May	3
June	2

There shall be a one-time reconciliation of accrued vacation days resulting from the restructuring of the vacation day benefit. Employees shall receive vacation days which were accrued between July 1, 2022 through June 30, 2023, that shall be awarded (and in addition to) the employee's vacation leave for the 2023-2024 fiscal year. Upon resignation or retirement, unused vacation days will be paid out or placed in a 403(b) account at the employee's current daily rate as of June 30th of the same year.

An employee who accumulates more than thirty (30) vacation days has the option to be paid out, convert up to ten (10) vacation days into a 403(b) account and/or have the balance converted to sick days, only for those days above 30 vacation days.

Should an employee choose to resign/retire following the awarding of vacation time, the time awarded would be prorated as follows to reflect the time in employment service.

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
2	3	4	5	7	8	9	10	12	13	14	15
2	3	5	7	8	10	12	13	15	17	18	20

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:

Sick Leave

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

Extended Sick Leave Benefit

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 a total amount of additional days not to exceed ten (10) days for each full year of service as an Administrative Assistant/Benefits Coordinator, Confidential Secretary and/or Confidential Benefits Coordinator to the District. The lifetime maximum number of days for such payment shall not exceed 180. This shall apply unless the illness/injury is qualified for compensation through the long-term disability Plan.

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 employees with at least 10 years of Administrative Assistant/Benefits Coordinator, Confidential Secretary and/or Confidential Benefits Coordinator Service in the East Stroudsburg Area School District until age 65, but not exceed the number of years accrued in Administrative Assistant/Benefits Coordinator, Confidential Secretary and/or Confidential Benefits Coordinator 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 paying the premium to the District. 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 equal to or better than the current

medical/prescription coverage. 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.

Hearing Aid

The District shall reimburse up to \$2,500 for hearing devices for active employees covered by this Agreement once every two (2) years.

Healthcare Premium Share

Employees shall contribute \$1,040 of the annual premium for medical/prescription coverage.

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, the employee 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 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 an Administrative Assistant/Benefits Coordinator, Confidential Secretary and/or Confidential Benefits Coordinator 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.

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

The rate paid for unused sick leave at retirement for the length of this Plan shall be \$196.50 per day. This rate shall increase by the same percentage as the teacher's unused sick leave rate increases in each subsequent year during which this Plan may continue in effect. This benefit is subject to the following limitations:

- A. No additional sick days may be accumulated for the purpose of retirement reimbursement above 261 days.
- B. In order to be eligible for said payment, 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 an Administrative Assistant/Benefits Coordinator, Confidential Secretary or Confidential Benefits Coordinator in the East Stroudsburg Area School District upon retirement.

Professional Development/Training

The Board agrees to reimburse full-time employees covered by this Agreement for registration fees for staff development, vocational/professional trainings, conferences, and workshops under the following conditions:

- 1. The training, conference, workshop must be related to the employee's job description and assignment.
- 2. The training, conference, or workshop must be pre-approved (prior to registration) by the Superintendent or his/her designee, and shall be submitted on the form designated for that purpose.
- 3. The reimbursement for registration fees for staff development, vocational/professional trainings, conferences and workshops shall be the actual cost of such fees documented by a receipt.

4. The Superintendent or designee shall have the right to limit the number of conferences, workshops or vocational trainings attended by any one (1) individual in a given fiscal year.

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. Approval by the Superintendent 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 two 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.

Any employee, who is eligible for retirement according to PSERS and retires from the District, will not be required to reimburse the District for college credits taken no matter when the college credits were taken.

Reimbursement for Graduate Course Expense

1. 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. Approval by the Superintendent 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.

2. Reimbursement for graduate credits shall be subject to the employee remaining as an employee in the District for at least two 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.

Any employee, who is eligible for retirement according to PSERS and retires from the District, will not be required to reimburse the District for college credits taken no matter when the college credits were taken.

Evaluation Technique

The Superintendent, or his/her designee, will complete an annual appraisal of the employee using the established East Stroudsburg Area School District Support Staff Evaluation Form #512.

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

2023-2024 fiscal year hourly rates will be increased by \$4.00, over those established in the 2022-2023 fiscal year, based upon a satisfactory evaluation.

In addition, there will be a one-time hourly (longevity) increase for those employees with the following total years of service in the East Stroudsburg Area School District prior to July 1, 2023.

- | | |
|-------------------|-----------------|
| i. 1-5 years | \$0.25 per hour |
| ii. 6-10 years | \$0.50 per hour |
| iii. 11-15 years | \$0.75 per hour |
| iv. 16 plus years | \$1.00 per hour |

2024-2025 fiscal year hourly rates will be increased by five percent (5%), over those established in the 2023-2024 fiscal year, based upon a satisfactory evaluation.

2025-2026 fiscal year hourly rates will be increased by three percent (3%), over those established in the 2024-2025 fiscal year, based upon a satisfactory evaluation.

2026-2027 fiscal year hourly rates will be increased by three percent (3%) over those established in the 2025-2026 fiscal year, based upon 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 bargaining 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 the employee's unused sick time up to the allowable IRS limit. The employee may choose to have vacation time contributed as well.

APPENDIX “A”

Administrative Assistants

Starting Wages

2023-2024	2024-2025	2025-2026	2026-2027
\$25.00	\$25.00	\$25.00	\$25.00

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, 2024	\$500	\$1,500
January 1, 2025	\$500	\$1,500
January 1, 2026	\$500	\$1,500
January 1, 2027	\$500	\$1,500

Deductibles (Out-Network)

	<u>Single</u>	<u>Family</u>
January 1, 2024	\$1,000	\$3,000
January 1, 2025	\$1,000	\$3,000
January 1, 2026	\$1,000	\$3,000
January 1, 2027	\$1,000	\$3,000

Office Visit Copays (In-Network)

	<u>PCP</u>	<u>Specialist</u>	<u>Urgent Care</u>	<u>ER</u>
January 1, 2024	\$15	\$15	\$35	\$100*
January 1, 2025	\$15	\$15	\$35	\$100*
January 1, 2026	\$15	\$15	\$35	\$100*
January 1, 2027	\$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, 2024	20%	20%	20%	Retail
	\$20	\$20	\$20	Mail
January 1, 2025	20%	20%	20%	Retail
	\$20	\$20	\$20	Mail
January 1, 2026	20%	20%	20%	Retail
	\$20	\$20	\$20	Mail
January 1, 2027	20%	20%	20%	Retail
	\$20	\$20	\$20	Mail

Employee Premium Share (HCC)

23/24 Fiscal Year	\$1,040 per year
24/25 Fiscal Year	\$1,040 per year
25/26 Fiscal Year	\$1,040 per year
26/27 Fiscal Year	\$1,040 per year