

SOUTHERN LEHIGH SCHOOL DISTRICT

5775 MAIN STREET
CENTER VALLEY, PENNSYLVANIA 18034

SUPPORT STAFF COMPENSATION PLAN

2025-2028

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PART I: EMPLOYEE RIGHTS & RESPONSIBILITIES

ARTICLE I - RECOGNITION OF EMPLOYEE GROUP

This Compensation Plan is a consolidation of the former custodial and maintenance employees, special educational support professional employees, 10-month support employees, administrative services and support employees, wage and benefits group plans. The intention of consolidating these former compensation plans is for administrative ease and fulfilling the meet and discuss commitment of the District.

The District recognizes employees covered by this Plan as the sole and exclusive agent for establishing salaries, wages, hours, and other employment conditions.

Definitions of Employee Groups:

1. Administrative Support includes but is not limited to (1) Data Coordinator (Data Specialists), (2) Payroll Specialist/Clerk, (3) Transportation and Maintenance Coordinator (4) System Network Administrators, (5) System Network Technicians (6) Administrative Assistants (Secretaries, Bookkeepers).
2. Student Support includes but is not limited to (1) Emotional Support Interventionists, (2) Licensed Health Room Nurses, (3) Instructional Assistants, (4) Lead/ Cafeteria Workers, and (5) Student Monitors.
3. Building Support includes but is not limited to (1) Head/ Custodians, (2) HVAC Technicians, (3) Head/ Utility & Grounds Persons, (4) Carpenters, and (5) Facilities Maintenance Technicians.

This Plan also covers any other employees of the District as may be hereafter designated by the Board of School Directors ("Board"), excluding seasonal, temporary, or substitute workers are not considered regular employees of the District.

ARTICLE II - TERM OF PLAN

This wage and benefit Plan is entered into on the 1st day of July 2025 and will remain in full force and effect through the 30th of June 2028. Effective July 1, 2025, this Plan replaces the previously mentioned individual compensation plans, which will have no further force and effect.

Notwithstanding the intentions of the District and Employee Groups as defined in this Plan to meet and discuss compensation arrangements for the three-year period beginning July 1, 2025, it is openly stated that should budgetary or other concerns arise due to the effects of any federal or state law or federal executive order, or their provisions, that one or more of the sections of this Plan may be reopened and action taken to comply with said law, regulation or executive order. If any provision of this Plan is found to be inconsistent with existing law, statutes or ordinances, the provision of such law, statutes or ordinances shall prevail; and, if any provision herein is found to be invalid and unenforceable by a Court or other authority having jurisdiction, then such provision shall be considered void; but all other valid provisions shall remain in full force and effect. Nothing

contained in this Plan shall be construed to deny or restrict Employees or to the District such rights as they may have under the Public School Code of 1949, as amended, or the Public Employee Relations Act, Act 195, or other applicable law.

ARTICLE III - DISTRICT PREROGATIVE

The management of the District premises and equipment and direction of the working forces, including the right to hire, classify, assign, promote, transfer, discipline, discharge, promulgate reasonable working rules, to establish working schedules and the right to modify or move any equipment, or type of service rendered to the public, any subcontracting of services is vested exclusively in the District.

ARTICLE IV - NON-DISCRIMINATION

District is an equal opportunity educational institution and it will not discriminate on the basis of race, religion, age, color, national origin, sex, disability, or limited English proficiency in its activities, educational and vocational programs or employment practices as required by Title VI, Title IX, and Section 504 and the Americans with Disabilities Act. All inquiries concerning this Plan/questions regarding specific programs, services and facilities for the handicapped should be directed to the District Equal Rights Officer, Southern Lehigh School District, 5775 Main Street, Center Valley, PA 18034.

ARTICLE V - PROBATIONARY PERIOD

All new Full-Time Employees are probationary for the first six months of continuous employment. All new Part-Time Employees are probationary for the first one thousand (1000) hours of continuous employment. Probationary employees shall have no seniority rights and may be disciplined, discharged, terminated or laid off at any time at the sole discretion of the District and not subject to the Complaint Procedure outlined in this Plan. Upon satisfactory completion of the probationary period, the new Employee shall be considered non-probationary in nature and shall acquire seniority status dating back to the time when the Employee actually commenced working following the date of hire. For Building Support employees, this probationary period may be extended at the District's discretion.

ARTICLE VI - EVALUATION OF EMPLOYEES

All Employees shall be provided with performance reviews by their immediate supervisor, building administrator or designee. All written evaluation documents will be given to the employee and included in the personnel file. An Employee's performance may be reviewed as often as deemed necessary by the District.

ARTICLE VII - DISCIPLINE

No Employee (non-probationary for Building Support employees) shall be disciplined, discharged, or reduced in rank or compensation arbitrarily. The District shall have the right to publish and enforce disciplinary rules and safety regulations. The affected Employee shall have the right to process any disciplinary action through the Complaint Procedure.

ARTICLE VIII - COMPLAINT RESOLUTION PAY

Whenever an Employee as a complainant is scheduled to attend a meeting by the District to participate during working hours in a complaint proceedings, he/she shall suffer no loss in pay, unless the District determines that the employee acted contrary to District directives or contrary to law.

ARTICLE IX - SENIORITY AND FURLOUGH

Seniority shall be defined as the length of an Employee's continuous service with the District. Seniority shall be computed from the Employee's most recent date of hire and shall not include temporary, seasonal and/or substitute service. Seniority will be granted to Full-Time Employees after six months of continuous employment and Part-Time Employees after 1000 hours of continuous employment, assuming satisfactory evaluation of work performance. Should an Employee's work performance be judged unsatisfactory, seniority privilege may be delayed and immediate termination may result. The District will maintain a seniority list by job classification (Administrative Support, Student Support, Building Support). All seniority rights shall be lost and an Employee shall be deemed terminated if the Employee:

- Quits or resigns.
- Is discharged.
- Does not return/report to work after five (5) consecutive days' notice of recall after lay-off.
- Is absence from work and working elsewhere during the absence.
- Is absent for three (3) consecutive scheduled working days without notice and without the District's expressed consent.
- Fails or refuses to work as required after termination of leave of absence unless an extension of leave has been granted or a request to extend the leave is made no less than forty-eight (48) hours prior to expiration of said leave.

In the event of a lay-off or furlough, the employer will give preference to seniority, providing fitness and ability among Employees are substantially equal. The capability of the Employee to do the work will be the determination of the Superintendent and/or designated representative(s) and said determination shall be final. Furloughed Employees shall be recalled by classification in order of seniority (the last Employee laid off shall be the first recalled according to seniority). Employees with less than two years of service shall retain seniority and recall privileges for six (6) months and Employees with more than two years of service shall retain seniority and recall privileges of one (1) year. It is the responsibility of furloughed Employees to keep current address and contact information on file with the District.

ARTICLE X - VACANCIES

Employees covered by this Plan may apply for other Full-Time or Part-Time vacancies advertised by the District. The selection of the person to fill a vacancy shall be at the District's sole discretion and the decision shall be final and binding.

ARTICLE XI - COMPLAINT PROCEDURE

It is the position of the District and Employees of this Plan that reconciliation and disposition of complaints is in the best interests of students and the District community, which both serve. Therefore, all complaints arising from an Employee alleging the misapplication or misinterpretation of this Plan by the District shall be settled in the following manner:

1. Step One: The Employee initiating the complaint shall present said concern to the appropriate Supervisor/Administrator within ten (10) workdays of the initial or alleged occurrence. The complainant shall set forth the facts of the situation as a concern and identify the Article of the Plan relied upon in alleging the complaint. The Supervisor/Administrator shall provide the Employee with an answer to the complaint within ten (10) working days.
2. Step Two: In the event the complaint has not been satisfactorily resolved in Step One, the Employee may submit the complaint in writing to the appropriate next level Supervisor/Administrator or Director of Human Resources, who shall respond to the complaint in writing to the Employee within ten (10) workdays of submission.
3. Step Three: If the complaint is not satisfactorily resolved in Step Two, the complaint may be referred to the Superintendent or representative within ten (10) workdays following the next level Supervisor or Director of Human Resources' reply. The Superintendent or designated representative shall reply to the Employee concerning the complaint within ten (10) workdays after the matter has been referred. The Superintendent's designee, if assigned, must provide the Employee with the opportunity to present the complaint directly to the Superintendent at the Employee's request.
4. Step Four: If the action in Step Three fails to resolve the complaint to the satisfaction of the complainant, the matter may be referred, in writing, to the Board within thirty (30) days. The Board shall respond, in writing, within ten (10) working days after the next regular Board meeting. The decision of the Board shall be final.

The time limits in the Complaint Procedure may be extended by mutual Plan. Complaint Procedure Form: Employees will utilize a Complaint Procedure Form (Appendix A).

PART II: WORK SCHEDULE

ARTICLE I - WORK YEAR

1. 10-Month Employees are those whose work schedules align with the school year, coinciding with the SLEA work schedule (191 workdays). All Student Support Employees are 10-Month Employees and are eligible to work on any and all ACT 80 days. Those who

are required to work beyond the scheduled school year will be compensated at their per diem rate for a maximum of ten (10) extra days, or more by mutual agreement. These ACT 80 workdays and any additional days beyond the school year must be scheduled and approved by the Superintendent or designee.

2. 12-Month Employees are those whose work schedule spans the entire calendar year, which consists of 260/ 261 workdays. All Building Support Employees are 12-month Employees whereas Administrative Support Employees may be either 10-Month Employees or 12-Month Employees. The Superintendent may modify the summer hours, which will be established by the last day of the school year for students.

ARTICLE II - WORK WEEK

1. Full-Time Employees are those who work greater than or equal to 30 paid hours per workweek on a regular and consistent basis (non-seasonal, non-substitute). They may not be scheduled or accept other positions within the District such that their combined total paid hours worked per week exceed forty (40) hours, unless expressly approved by the Board.
2. Part-Time Employees are those who work less than 30 paid hours per workweek on a regular and consistent basis (non-seasonal, non-substitute). They may not be scheduled or accept other positions within the District such that their combined total paid hours worked per week exceeds twenty-nine (29), unless expressly approved by the Board. Subject to prior approval by the Board and, in extremely limited circumstances, non-exempt employees may be permitted to volunteer for coaching or advisor positions that receive a nominal stipend.

While not part of this Plan, it is recognized that seasonal, temporary, or substitute workers may be necessary. These workers may not be scheduled to work in one or more positions within the District such that their combined total hours worked per week regularly exceed twenty-nine (29) unless expressly approved by the Board.

ARTICLE III - WORK DAY

1. Administrative Support: A typical workday consists of 7.5 paid hours, includes two 10-minute breaks, and is exclusive of an unpaid lunch. Workday start and end times are assigned at the discretion of the District.
2. Full-Time Student Support: A typical workday consists of 7.5 hours, includes two 10-minute breaks, and is exclusive of an unpaid lunch. Workday start and end times are assigned at the discretion of the District.
3. Building Support: A typical workday consists of 8.0 paid hours, includes two 10-minute breaks, and is exclusive of an unpaid lunch. Workday start and end times are assigned at the discretion of the District.

Workday hours may vary and are exclusive of an unpaid lunch. Part-Time Employees working four (4) hours or more per day shall receive one ten (10) minute break. Workday start and end times are assigned at the discretion of the District. The hours specified in this section are the

maximum working hours and are not guaranteed working hours. The administration reserves the right to hire fractional employees (e.g., an Instructional Assistant for three hours per workday).

ARTICLE IV - SCHEDULING REGULATIONS

Section I: Meal Breaks

All Employees working more than five (5) hours per day shall have at minimum a thirty (30) minute unpaid meal break at such times as scheduled by their immediate supervisor or designee.

Section II: Overtime

All Employees shall be required to work overtime as directed by the District. Overtime shall be calculated and paid only when the immediate supervisor has specifically requested that the employee work overtime hours. Hours worked in excess of 40 hours per week will be paid to non-exempt Employees at their regular hourly rate. Time and one-half (1½) shall be applied to a non-exempt Employee's regular hourly rate for work performed in excess of 40 straight-time hours in any normal workweek. There shall be no pyramiding of overtime (i.e., counting overtime hours daily and weekly) for Building Support employees.

Section III: Shift Change

Shift changes may occur with reassignment. Changes deemed necessary by the District may be made and Employees shall be given appropriate notice and time to respond.

Section IV: Call-In Duty

1. Technology Support Employees: Technology Support employees required to report to work for an urgent call-in shall be guaranteed two hours of pay.
2. Food Service and Student Monitor Employees: Food Service and Student Monitor employees required to report to work for an emergency call-in shall be guaranteed two (2) hours of pay at 1½ times the Employee's regular rate of pay.
3. Building Support: Custodial and maintenance employees required to report to work for an emergency call-in shall be guaranteed two (2) hours of pay. Overtime pay may apply as noted in the above section referencing 'Overtime.' This provision does not apply to inclement weather overtime situations.

Section V: School Emergencies/Inclement Weather

On a day when schools and/or district buildings are delayed, dismissed early, or closed due to inclement weather or an emergency, all Full-Time Employees and Part-Time Employees are to report for work as assigned, unless otherwise instructed through the Superintendent's office using the in-place district communication systems. Health Services and Instructional Assistant Employees may have the option to make up an equal number of work hours lost due to a delayed opening or early dismissal of schools with Supervisor approval. To the degree of feasible hours,

Employees electing to make up these work hours should try to do so during the same pay period. In such situations:

1. Salaried employees shall suffer no loss in compensation.
2. Hourly employees will only receive compensation for hours worked.

Section VI: Essential Employees

Building Support employees classified and listed as Essential Employees according to Board Policy #555 are subject to the terms of said policy and shall report to work when called for duty and assigned to ensure the security and safety of District employees, students, the community, and for the security and protection of District property. Essential Employees shall be subject to shift changes and/or adjustments in work hours during inclement weather events and any other facility/ground-related emergencies.

Section VII: District In-service/ Professional Development

Student Support (Emotional Support Interventionist, Licensed Health Room Nurses, Instructional Assistants) are expected to work on District-scheduled In-service / Professional Development days. It shall be understood that the schedule on these days is intended to accommodate District-wide learning activities. In-Service/Professional Development will consist of 6 hours of instruction with 1 1/2 hours designated for lunch and travel between buildings. In-service/Professional Development Days will begin at 7:45AM and conclude at 1:45PM. Any deviation, adjustment, or permitted accommodation made to the regular In-service/ Professional Development Day schedules will be communicated and approved by the Superintendent or designee.

Section VIII: Paraprofessional Development Work Year Requirement

All Instructional Assistants (IAs) are required to participate in and submit evidence of the completion of 20 hours of continuing professional education annually. This requirement is prorated for Employees working less than twenty-nine (29) hours per workweek or who begin their employment after the start of the school year.

1. **Mandatory Trainings:** IAs are responsible for participating in any mandatory in-person training or required online training as determined by the District. These mandatory trainings contribute towards the 20-hour annual requirement. Continuing professional education for IAs may take place on Districtwide In-service days or on other dates and times as determined or approved by the administration. Professional development opportunities may be offered at the department, building, or District level, through learning institutes, online learning, and summer programming. The District shall determine the mode of delivery and the content of any District-provided professional development training.
2. **Other Professional Development:** In addition to mandatory trainings, continuing professional education for IAs may also occur on general District-wide In-service days or on other dates and times as determined or approved by the administration. Professional development opportunities may be offered at the department, building, or District level,

through learning institutes, online learning, and summer programming. The District shall determine the mode of delivery and the content of any District-provided professional development training.

PART III: PAID TIME OFF

Attendance and punctuality at work are important. SLSD employees are expected to be present for work and adhere to their assigned schedule. Employees taking time off for a valid reason must report time spent not working during their scheduled day/shift using the appropriate employee absence reporting system. Employees are expected to enter time off in full-day or partial-day increments as directed by the District. Employees are not expected to request time off that exceeds that which is available in their leave balances and that which is provided for annually by way of this Plan/policy. Excessive absenteeism or lateness to work may result in disciplinary action.

Paid time off (PTO) applies to all employees who work at least 15 hours per week. A day of paid time off is defined as the equivalent of an individual employee's regular scheduled workday hours, as described in Part II, Article III and not, by default, a standard 7.5-hour workday. For example, if an employee's regular workday is 8.0 hours, a day off (PTO) is also 8.0 hours. If an employee's regular workday is 3.0 hours, a day of PTO is 3.0 hours. Paid time-off entries may require adjustment during any modified workweek or work year changes imposed by the District, as might be the case during the observation of summer hours.

ARTICLE I - HOLIDAYS

Any Employee who is absent without approved paid leave on either the scheduled workday before or the scheduled workday following a holiday will forfeit the holiday pay. Employees working for the District in more than one position are not eligible for holiday pay based on the combination of the positions' hours. Employees must be actively working to qualify for holiday pay. Employees are not entitled to holiday leave pay during any unpaid leave of absence. All holidays will be observed following the approved District calendar. Holidays that fall on a weekend and are not specifically outlined on the approved district calendar will be observed on the nearest workday as established by the Superintendent or designee. All eligible employees will receive compensation for holidays based on their respective work year.

List of Commonwealth of Pennsylvania Holidays	List of District Designated Holidays
(1) Independence Day	(1) Friday before Labor Day
(2) Labor Day	(2) Monday after Thanksgiving
(3) Thanksgiving Day	(3) Christmas Eve
(4) Day after Thanksgiving	(4) New Year's Eve
(5) Christmas Day	(5) Friday before Easter
(6) New Year's Day	(6) Monday after Easter
(7) Martin Luther King Jr.'s Birthday	
(8) President's Day	
(9) Memorial Day	
(10) Juneteenth National Independence Day	

Section I: Salaried Employees

These employees will not receive separate compensation for these holidays but will have these days off as part of their salaried compensation package. Thus, in no case shall a salaried employee be paid more than the work year limits cited in Part II, Article I of this plan. Holiday observance for 12-month employees is factored into their annual salary, ensuring compliance with the maximum work year limit.

Building Support Employees do not receive the Friday before Labor Day as a designated holiday. Instead, they will be awarded one (1) District-designated floating holiday and two (2) Employee-designated floating holidays per year of the plan. These floating holidays are to be scheduled with prior supervisory approval to ensure operational needs are met.

Section II: Hourly Employees

These employees will be compensated for only the Commonwealth of Pennsylvania holidays. For FYE2026, these employees will be compensated for holidays #3-#6 and #8-#9, totaling six (6) holidays. Beginning FYE2027, only Commonwealth of Pennsylvania holidays #2-#9 will be compensated for a total of eight (8) holidays. These employees will not receive compensation for the District-designated holidays.

ARTICLE II - VACATION DAYS

Section I: Eligibility & Use

Vacation is granted only to 12-Month Employees, who are eligible to use them between July 1 and June 30 of the following year. A vacation day is the proportional hours that are equivalent to an Employee's regular workday hours, as defined in Part II, Article III. Vacation is not cumulative year to year, except for the following: a maximum of two (2) unused vacation days may be carried over into the following fiscal year. Vacation days will be paid at the Employee's regular rate. At no time may an Employee's use of vacation leave pay exceed their regularly scheduled workday and/or workweek hours.

Employees not taking vacation shall not be entitled to pay in lieu thereof, except as specified upon termination of employment. Accrued vacation will be paid when a person leaves the District's employ. Employees must be actively working to accrue and be eligible for vacation pay. Employees are not entitled to vacation pay during any unpaid leave of absence. Employees must schedule their vacation and obtain the approval of their immediate supervisor or Administrator. Vacation will be approved in such a manner as to ensure the efficient operation of the schools, departments and offices. Preference will be given based on seniority as necessary. Vacation shall usually be taken in full-day or partial-day increments, except for any workweek or work-year schedule adjustments imposed by the District, as may be the case during summer hours.

Section II: Proration & Longevity

Vacation days are available for use following the Employee's completion of thirty (30) days of employment, or earlier with the expressed approval of the Superintendent or designee. As of July 1, Employees will receive new vacation days for the following fiscal year.

Vacation Days Granted Based on Hire Month	
If the Employee is hired in the month of X	Then the Employee is granted Y number of vacation days
JULY/ AUGUST	10
SEPTEMBER/ OCTOBER	8
NOVEMBER/ DECEMBER	6
JANUARY/ FEBRUARY	4
MARCH/ APRIL	2
MAY/ JUNE	0

Vacation Days Granted Based on Longevity	
If the Employee has completed X years of service on June 30th	Then the Employee is granted Y number of vacation days
1	10
2-3	11
4-5	13
6-7	14
8-9	15
10-11	17
12-13	19
14+	20

Section III: Grandfathered Employees

The following Administrative Support staff with one (1) or more years of service who were in their position before July 1, 2025 will continue to be granted 20 vacation days annually: Data Reporting Coordinator, Payroll Specialist, Transportation and Maintenance Coordinator. For these Employees, a maximum of five (5) unused vacation days may be carried over into the following fiscal year.

ARTICLE III - SICK & FAMILY SICK DAYS

Sick leave is granted annually and available to Employees during the school year. Sick leave will be prorated for new employees starting after the beginning of the school year (for 10-Month Employees) or after July 1 (for 12-Month Employees). A sick day is the proportional equivalent to an Employee's regular workday hours, as defined in Part II, Article III. Sick time will be paid at the Employee's regular rate. At no time may an Employee's use of sick leave pay exceed their regularly scheduled workday and/or workweek hours. Employees must be actively working to accrue sick leave. Employees are not entitled to sick leave pay during any unpaid leave of absence.

Sick days are designed to be used for an employee's personal illness or self-care. Family Sick days are specifically to be used for taking care of a dependent family member's illness. If not used, these days will accumulate and may be used for Employee's personal illness only in successive years. For the purpose of this section, family members shall be limited to father, mother, husband, wife, son, daughter, or another person who resides in the same household as the employee.

The District may require Employees to submit a physician's note to substantiate illness at any time. On the third (3rd) day of sick leave absence, the Employee must contact their supervisor or Administrator by telephone and provide a status update regarding their absence. Should an Employee use five (5) consecutive sick leave days, certification of illness by a licensed medical professional (physician, Physician's Assistant, Nurse Practitioner) will automatically be required to return to work. Employees absent from work in excess of five (5) days who fail to inform the District and/or offer sufficient medical documentation to justify their absence may be considered to have abandoned work. The misuse of sick leave shall be regarded as a serious infraction and subject to disciplinary action.

Sick Leave Days Granted:

Work Year	12-Month Employee	10-Month Employee (≥25 hours/ wk)	10-Month Employee (≥15 hours/ wk)
Number of Days	12	10	5
Proration	1 Day/ Month	1 Day/ Month	1 Day/ 2 Months

ARTICLE IV - PERSONAL DAYS

Personal leave is granted annually and is available to Employees during the school year. Personal leave will be prorated for new employees starting after the beginning of the school year (for 10-Month Employees) or after July 1 (for 12-Month Employees). A personal day is the proportional equivalent to an Employee's regular workday hours, as defined in Part II, Article III. Personal days will be paid at the Employee's regular rate. At no time may an Employee's use of Personal leave pay exceed their regularly scheduled workday and/or workweek hours. Employees must be actively working to be eligible for Personal leave pay. Employees are not entitled to Personal leave pay during any unpaid leave of absence.

Personal leave will be appropriately prorated for Employees hired after July 1 (for 12-Month Employees) or after the start of the school year (for 10-Month Employees). The appropriate Supervisor/Administrator shall approve personal days in a manner that ensures the efficient operation of the building/department. Personal leave days will be granted provided permission is obtained from the immediate Supervisor or designee with twenty-four (24) hours' advance notice whenever possible.

If unused, Personal days will accumulate year to year without limitation. Employees are restricted to the use of five (5) Personal days in an Plan year (July 1-June 30). Exceptions to the five (5) day use maximum may be requested by an Employee and submitted to the Superintendent or designee for consideration and approval.

Personal Days Granted:

Work Year	12-Month Employee	10-Month Employee (≥25 hours/ wk)	10-Month Employee (≥15 hours/ wk)
Number of Days	3	3	2
Proration	1 Day/ 4 Month	1 Day/ 3 Month	1 Day/ 6 Months

ARTICLE V - EMERGENCY DAYS

All employees are granted one (1) Emergency Day per school year or Plan year, without loss of pay, when urgent and serious circumstances arise that make it impossible or unreasonable for the Employee to report to work. An Emergency Day shall be the proportional hours equivalent to an Employee's regular workday hours, as defined in Part II, Article III. Approved Emergency days will be paid at the Employee's regular rate. At no time may an Employee's use of emergency leave pay exceed their regularly scheduled workday and/or workweek hours. Employees must be actively working to be eligible for Emergency leave. Employees are not entitled to Emergency leave pay during any unpaid leave of absence.

Emergencies, and by extension, an Emergency Day, cannot be foreseen nor scheduled in advance. For the purposes of this Plan, emergencies are events that occur after 8:00 PM the evening before a workday on which the Emergency Day is being requested. Examples of possible emergencies might include, but are not limited to, an Employee's or an Employee's immediate family member's medical emergency requiring transportation to a hospital; property emergencies such as a gas leak, a house fire, or a flood, etc.; personal emergencies such as an automobile accident involving the Employee or the Employee's immediate family. For the purposes of this section, immediate family is defined as spouse, son, daughter, father, mother, brother, sister, parent-in-law, son/daughter-in-law, grandfather, grandmother, grandchild, and a near relative who resides in the same household. Emergency Day requests shall be made as soon as reasonably possible and within five (5) workdays of the Employee's absence due to an emergency. A description of the nature of the emergency must be provided in the time and absence management system. Supervisors will review all requests with final approval reserved for the Superintendent or designee.

ARTICLE VI - BEREAVEMENT DAYS

Employees must be actively working to be eligible for Bereavement leave. Employees are not entitled to bereavement leave pay during any unpaid leave of absence.

For this section, immediate family is defined as father, mother, spouse, biological or adopted child, brother, sister, parent-in-law, son-in-law, daughter-in-law, grandparent, grandchild or near relative who resides in the same household, or a person with whom the employee was living with at the time of death or any step-relative corresponding to those immediate family members named above. Step-relative shall be defined as one of the above-listed family members genetically related to an Employee's spouse from a previous relationship, or an adopted person of an Employee's spouse of a prior relationship. A near relative shall be defined as a first cousin, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, or grandparents-in-law.

For All Employees:

1. Death in the Immediate Family: Absence not to exceed five (5) consecutive workdays within a period of ten (10) days of the death (this inclusionary period may be extended with the approval of the Superintendent or designee).
2. Death of a Near Relative: Absence not to exceed two (2) consecutive workdays within a period of ten (10) days of the death. (this inclusionary period may be extended with the approval of the Superintendent or designee).

ARTICLE VII - JURY DUTY

The District will pay the Employee's normal daily pay, less any court pay received, for each day within the Plan term that the Employee is required to perform involuntary jury service, which would have otherwise been a typical workday, as per Board policy and Plan. The summons for jury duty must be presented to the District no later than three (3) working days after it is received. The court statement of dates of performed jury service must be submitted to the District upon the Employee's return to work.

PART IV: EXTENDED LEAVE

ARTICLE I - UNPAID LEAVE

Section I: Eligibility & Use

Employees shall be eligible to request a day without pay or leave of absence without pay or benefits upon completing the probationary period. Exceptions to this eligibility criterion may be made to accommodate an exceptional circumstance, an Employee's emergency, or as a condition of beginning employment. It should be understood that the District's Unpaid Leave policies exist to accommodate the exceptional circumstances of Employees and are not intended to provide the means through which Employees seek to extend other paid time off or attain more time off than that which is set forth for Employees by way of the terms of this Plan/policy.

Requests for an unpaid day or leave of absence without pay or benefits must be submitted in writing by the Employee to the District under Board policy. Leave requests must be initially reviewed by the Employee's immediate supervisor and approved by the Superintendent or designee and as necessary by the Board. The District will consider leaves of absence without pay or benefits necessitated by disability, maternity, other significant life events, and for emergency reasons. Requests for leave will be considered on an individual basis, taking into account the Employee's position, work responsibilities, and alternatives available to cover the position during the requested period of absence. An Employee who has been granted a leave of absence and who wishes to end the leave period earlier than approved initially may request to do so. A request seeking an early end to an approved leave period must be submitted to the office of the Superintendent or designee at least five (5) workdays before the Employee's proposed return-to-work date. After the leave, the District shall reinstate the Employee to the position held before the leave, if available, or to a substantially equal position within the same job classification.

Any Employee who becomes unable to perform his/her duties, excluding work-related injuries, may apply for a leave of absence effective the first day of absence or injury with an initial duration not to exceed 12 weeks. All appropriately fitting accrued paid time off (personal, sick, and for 12-month employees, vacation) will be exhausted before an unpaid day or leave of absence becomes effective. Example A: All accrued personal time and/or vacation time will be charged before an unpaid leave day is granted for a personal exceptional circumstance.

Example B: All accrued sick time will be charged before an Employee's leave of absence for disability or a significant health-related condition becomes unpaid.

Employees returning from an unapproved unpaid leave of absence will be subject to progressive discipline up to and including termination. Failure to report to work at the end of the approved leave of absence may result in disciplinary measures up to and including termination of employment. An Employee who takes a leave of absence and accepts gainful employment for another employer shall be deemed a voluntary quit.

Section II: Benefits During Leave Period

Employees on unpaid leave of absence shall not be considered to be active Employees during the period of the leave. During the term of any unpaid leave of absence, no sick or personal leave shall accrue, nor shall any such Employee be entitled to holiday pay if a holiday occurs during the term of the leave of absence. No benefits shall accrue or be provided to Employees on a leave of absence for any purpose nor shall seniority or pension rights accrue during the period of leave.

The District shall provide continued coverage of insurance benefits (life; disability; EAP; medical, including health and dental) to eligible Employees through the end of the month during which an approved unpaid leave of absence commences. Employees eligible for health insurance and granted leave may be allowed to remain a member of District group insurance plans during the leave at their own expense, subject to approval of the carrier(s), so long as their request to remain a member of the plans is received at the beginning the unpaid leave period. Because the district pays premiums one month in advance, the employee must submit monthly premium payments to the Business Office within thirty (30) days of receiving an invoice for each premium payment. Vision care reimbursement provisions do not apply while employees are on unpaid leave of absence. The parties of this Plan agree to abide by all existing federal and state laws about the Family and Medical Leave Act (FMLA) and military leave provisions.

ARTICLE II - FAMILY & MEDICAL LEAVE

The District shall comply with the provisions of the Family and Medical Leave Act (FMLA). This Act entitles eligible employees with qualifying circumstances to unpaid leave of absence from work for up to 12 weeks (special provisions apply for Military families). Employees are eligible for FMLA if the District has employed them for twelve (12) months and have worked at least 1250 hours over the twelve (12) month period.

Employees must contact the Human Resources department as soon as it is known that a medical leave of absence may extend beyond five (5) workdays. FMLA leave requests should be made 30 days in advance where the need for leave is foreseeable. Intermittent FMLA leave may not be taken due to the birth or placement of a child. Supporting medical documentation will be required to process all FMLA leave requests, according to Southern Lehigh School District Policy #535.

FMLA leave runs concurrent with sick leave benefits and begins on the earlier of the following: the first day of any absence that has a duration of five (5) or more days that is due to a serious health condition that makes the employee unable to perform the regular duties of job, or the first day of FMLA leave as requested by the employee and approved by the District, or the date determined by the District to be the first day of paid or unpaid absence by the employee immediately before the employee's formal request for FMLA leave when the employee's absence is in connection with the same FMLA eligible reason for which the request is made. The

calculation of the FMLA leave year shall be determined on a rolling 12-month period measured backward from the date the leave is first requested and/or used by the employee, according to Board policy.

ARTICLE III - CHILDBEARING/ CHILDREARING LEAVE

Section I: Childbearing Leave

Childbearing leave shall be defined by the temporary disability that occurs during the period before and after delivery of a child when the mother is disabled because of pregnancy and childbearing, as certified by an attending physician. The leave shall be granted in accordance with the Equal Employment Opportunity Act of 1972 and the Civil Rights Act of 1964. Childbearing leave shall commence at such a time as determined by the Employee's attending physician. Notification of intent to begin Childbearing leave shall be provided to the office of the Superintendent or designee no less than 60 days before the anticipated effective date of delivery or leave. Employees shall be required to use any accumulated sick time (Sick and Family Sick) for pregnancy-related disability until it is exhausted or the disability period ends, whichever is earlier. Upon the conclusion of a childbearing disability leave period, the Employee may elect to return to work or take unpaid childrearing leave.

Section II: Childrearing Leave

An Employee who is expecting the birth of a child, or who expects to adopt a child, shall be eligible for childrearing leave. Notification of intent to begin childrearing leave shall be provided to the office of the Superintendent or designee no less than 60 days before the anticipated effective date of the leave. Childrearing leave shall be unpaid and commence immediately following the Employee's childbearing disability period, or in the case where an Employee's spouse has delivered a child, on the day of the child's birth, or in the case of adoption, on the day of adoption. Any period of break in the Employee's work year (i.e., holiday or summer) shall have no effect and does not extend this leave benefit.

- Full-Time Employees: Shall be eligible for a childbearing and childrearing leave of absence not to exceed six (6) continuous calendar months following the birth or placement of a child, as in adoption.
- Part-Time Employees: Shall be eligible for a childbearing and childrearing leave of absence not to exceed three (3) continuous calendar months following the birth or placement of a child, as in adoption.

For childbearing and childrearing leave, if both spouses are Employees of the District, they will be limited to a combined total of six (6) months of leave for the birth of a child or placement of a child for adoption.

Approval of a request for unpaid childrearing leave shall be reflected in the minutes of the Board and shall specify the period of the leave. An Employee who has been granted unpaid childrearing leave and who wishes to end the leave period earlier than was approved initially may request approval of an earlier end date. A request seeking an earlier date must be made to the office of the Superintendent or their designee at least ten (10) working days before the Employee's new

potential return-to-work date. After the leave, the District shall reinstate the Employee to the position held before the leave, if available, or to a substantially equal position within the same job classification.

Employees on unpaid childrearing leave shall not be considered to be active Employees during the period of the leave and shall not be eligible for any paid leave benefits that are granted to active employees. During the period of the leave, Employees shall not accrue paid leave benefits or seniority. The District shall provide continued coverage of insurance benefits (life, disability, EAP, medical/health) to eligible Employees through the end of the month during which the childbearing leave ends. Employees eligible for health insurance and granted childrearing leave may be allowed to remain a member of district group insurance plans during the leave at their own expense, subject to approval of the carrier(s), so long as their request to remain a member of the plans is received before beginning of the childrearing leave. Because the district pays premiums one month in advance, the employee must submit monthly premium payments to the Business Office within thirty (30) days of receiving an invoice for each premium payment. Vision care reimbursement provisions do not apply while Employees are on unpaid childrearing leave. The parties to this Plan agree to abide by all existing federal and state laws concerning the Family and Medical Leave Act (FMLA) and military leave provisions.

ARTICLE IV - WORK-RELATED INJURY

Section I: Worker's Compensation

Employees who suffer a work-related injury should refer to the Alio Employee Portal for complete information about the current insurance provider and reporting requirements. Injuries of a serious nature should receive immediate medical attention. All other injuries should be reported to the immediate supervisor, the building school nurse, and the Office of Human Resources.

To ensure payment of medical treatment, Employees must be seen by a panel-approved healthcare provider. The District will continue to provide health care coverage to eligible and covered Employees receiving workers' compensation benefits for the period required by law. Continuation of such insurance benefits shall be subject to any limitations imposed by the carrier. Workers' Compensation leave may be concurrent with approved Family and Medical Leave. Employees shall not be required to use vacation or personal leave time while on leave and receiving workers' compensation due to a work-related injury. While on workers' compensation leave, Employees shall not be eligible to collect a combination of daily workers' compensation pay and other daily District leave pay that exceeds 100% of their regular daily pay. Employees acknowledge that information and notice of the Pennsylvania Workers' Compensation Act has been provided and is available in District buildings.

Section II: Assault

Student Support Employees shall suffer no loss in sick leave or salary for a period of up to twenty (20) days due to injuries sustained in an unprovoked assault by a student while in the classroom and while engaged in assigned duties. The District will further make whole an Employee's compensation for any compensation not paid by workers' compensation. Student Support

employees will not earn more than one hundred percent (100%) of their normal salary during that twenty-day period. The District may require a physician's certificate in this circumstance.

PART V: BENEFITS

Fringe benefits in this Section apply to all Full-Time Employees and to regularly working Part-Time Employees as stipulated below. All Employees covered in this Compensation Plan are eligible to receive the following benefits:

1. Travel Reimbursement: Employees required to drive their personal automobiles on school district business shall receive the annual approved IRS rate for mileage reimbursement throughout the term of the Plan.
2. Tax Sheltered Annuities: The District agrees to make payroll deductions for Employees upon request and authorize such deductions for tax-sheltered annuities.
3. **Grandfather Clause**: Payroll Specialist, Transportation Coordinator and Data Coordinator: language from Page 13: The following Administrative Support staff with one (1) or more years of service who were in their position before July 1, 2025 will continue to be The Employer will provide tuition reimbursement assistance for full-time twelve (12) month Employees to a per credit maximum equivalent to the cost per credit at Kutztown University. The maximum number of credits reimbursable per fiscal year shall be twelve (12), minus fees. To be eligible for tuition reimbursement training activities proposed must be pre-approved (not taken in the past or in progress) by the Superintendent or his/her designee, and deemed directly applicable to the employee's current job responsibilities. Any twelve (12) month Employee who receives tuition assistance as provided for by this section who voluntarily resigns employment with the District within three (3) years of active service following the end of the last course taken may be liable to repay all tuition benefits received for that course or all courses taken in the preceding thirty-six (36) months. The Superintendent may waive this obligation. The Superintendent's decision in this matter is final and binding and shall not be precedent-setting. Employees must complete the necessary pre-approval process to be eligible for this benefit.

Any Professional who has received benefits under this section and who voluntarily leaves the District's employment without one year's active service following the end of the course or courses shall be liable to repay all tuition benefits received for that course or courses taken in the preceding twelve months. The Superintendent may consider the suspension of this section in cases involving extenuating circumstances. The Superintendent's decision is final and binding upon all parties and is not precedent setting.

ARTICLE II - MEDICAL BENEFITS

Section I: Eligibility

The District will provide health care insurance coverage for Full-Time Employees regularly working thirty (30) or more hours per week. Employees covered under this Plan shall have the health care insurance (medical, dental, and prescription) contributions and deductions as reflected below. Eligible employees electing coverage shall be required to make bi-weekly contributions (a total of 24 payments). Deductions for health insurance will be based on mandatory payroll deductions that will be charged against the first two (2) pays per month.

Section II: Coverage & Deductions

1. Medical, Dental, and Prescription Coverages: Full-time eligible Employees covered under this Compensation Plan shall continue to have the health insurance (medical, dental, prescription) plan options and deductions identical to that which is offered to active Employees of the Southern Lehigh Education Association. Medical coverage for eligible Employees and eligible dependents as defined in said plans, shall be available upon execution of the required forms. Premium contributions shall be in accordance with Paragraph 2 herein.
2. Insurance Contribution: Notwithstanding what is contained in the Southern Lehigh Education Association Collective Bargaining Agreement, eligible employees covered pursuant to this Compensation Plan participating in the District-sponsored medical plan shall be required to contribute a percentage of the medical premium costs as listed below. Election of any change in dependent coverage shall be made in writing during the annual open enrollment period or within thirty (30) days of any qualifying event. Payments shall be made through payroll deduction.

PPO 6 Monthly Premium Share	FY2025-26	FY2026-27	FY2027-28
Single	7.5% of premium	7.5% of premium	SLEA Contribution minus 1.5%

Parent & Child	7.5% of premium	7.5% of premium	SLEA Contribution minus 1.5%
Parent & Children	7.5% of premium	7.5% of premium	SLEA Contribution minus 1.5%
Couple	7.5% of premium	7.5% of premium	SLEA Contribution minus 1.5%
Family	7.5% of premium	7.5% of premium	SLEA Contribution minus 1.5%

3. Vision Care Assistance: The District shall make available a vision care program that provides coverage for Full-Time Employees and dependents. A Full-Time Employee may be reimbursed up to \$500 over the three-year term of this Plan for the costs of an examination by a licensed vision care practitioner and the purchase of eyeglass lenses and frames. Reimbursement shall be made after submission to the Office of Business Services of a receipt for the examination and/or lenses or frames that are less than one (1) year old. Once an employee has been reimbursed a total of \$500 or the costs of exams, glasses, and/or frames, the employee shall not be entitled to any additional reimbursement for such purchases for the balance of the three-year Plan. To be reimbursed for vision care, all receipts must be turned into the Office of Business Services no later than one year from the date of vision care. Receipts must be dated within the terms of this Plan to be reimbursed.

Section III: Carrier Change

The Employees understand and agree that any and all changes unilaterally implemented by the medical insurance carrier, prescription drug insurance carrier, and/or the dental insurance carrier will be accepted immediately and incorporated into the current Plan and not subject to the Complaint Procedure. The Employees understand and agree that, should the District be legally obligated to participate in a statewide health plan, such plan shall replace the medical, dental, and/or prescription plans outlined in the current Plan. The change to the statewide plan shall not be subject to the complaint procedure. If a statewide plan becomes available and the District chooses to participate in that plan during the term of the Plan, the Employees understand that the District shall replace the medical, dental and/or prescription plans outlined in this Plan with the statewide plan, and such change is not subject to the Complaint Procedure.

Section IV: Other Medical Coverage

The District may provide other medical/health coverage, which will be available to eligible Employees on a voluntary enrollment basis. If offered, an open enrollment period will apply. New Employees will have thirty (30) days to select coverage. Employees may voluntarily change from the indemnity medical insurance plan during the open enrollment period and must conditionally remain in the alternate plan until the next enrollment period. Employees may, after that one year, and during subsequent enrollment periods, return to the group indemnity medical insurance without pre-existing conditions. The exception to this condition would be if the Employee experiences a family status change (a qualifying event) during the plan year. After providing proof of the family status change (e.g., marriage, divorce, death of a dependent, birth, or adoption), the Employee may re-enroll in the other medical insurance program. Dependent Employee contribution requirements will apply. Changes to dependent coverage shall be made in writing during the open enrollment period or within thirty (30) days of any qualifying event.

Section V: Coverage Provisions

Upon the loss of health insurance coverage, previously eligible Employees and their spouses and dependents shall have the right to health coverage to the extent required by COBRA legislation, at no cost to the School District.

ARTICLE III - FRINGE BENEFITS

The following fringe benefits apply only to those employees who are regularly scheduled to work twenty-five (25) or more hours per week.

Section I: Tuition Reimbursement Assistance

The District will provide tuition reimbursement assistance not to exceed \$500 per year for each eligible Employee. Reimbursement will be limited to those activities characterized as training. To be eligible for tuition reimbursement, the proposed training activities must be pre-approved (i.e., not taken in the past or in progress) by the Superintendent or designee and deemed directly applicable to the employee's current job responsibilities. Classes or coursework made available by the local Community Colleges relating to the Employee's job responsibilities may be submitted. Employees must complete the necessary pre-approval process to be eligible for this benefit.

Section II: Life Insurance

Eligible Employees shall be provided with life insurance without cost to the Employee. For Employees under the age of 70, the death benefit amount is \$50,000 with an additional benefit of \$50,000 for accidental death and dismemberment. For Employees 70 years old and above, the benefit coverage amounts shall be 50% of that which the Employee would otherwise be eligible and be reduced by 50% upon the attainment of the Employee's 70th birthday. All benefits will be paid according to the terms of the insurance contract in force at the time of the claim.

Section III: Disability Income Protection Insurance

Eligible employees who become disabled due to illness or as a result of an accident during the term of this Plan shall, beginning with the thirty-first (31st) day of disability be defined in the insurance plan selected by the District of the cessation of accumulated sick leave, whichever occurs later, be entitled to the sum of sixty percent (60%) of their regular monthly salary up to a maximum of \$3,750 per month while totally disabled, with a maximum benefit period following the plan document. The above coverage shall be subject to the limitations of the insurance agreement/policy chosen by the Board. All benefits will be paid according to the terms of the insurance contract in force at the time of the claim.

Section IV: Employee Assistance Program

Eligible employees have access to a wide range of tools and resources that help balance work and life, improve health and wellness, and enhance emotional well-being through a private and confidential Employee Assistance Program. The above coverage shall be subject to the terms and limitations stipulated in the contract for services agreement as chosen by the Board.

ARTICLE IV - SEVERANCE BENEFITS

Upon retirement, active Full-Time Employees will receive severance pay for \$30.00 per sick day and active Part-Time Employees will receive severance pay for \$10.00 per sick day, subject to the following conditions:

1. The Employee will have completed fifteen (15) years of service within the District.
2. The Employee will have applied for and have been accepted by the Public School Employees'

Payment shall be made as an district contribution into a 403(b) tax-sheltered annuity account, per IRC Section 403(b)(3). This account shall be established by the eligible Employee from the list of plans available from the District, before the District contribution. Failure to establish an account will result in forfeiture of the benefit. All Employees who have accumulated less than one thousand (\$1,000.00) dollars will receive cash compensation, and all others will receive the benefit in the form of a non-elective employer contribution to the employee's 403(b) account. Payment of said severance pay will be made during the month of July following retirement, or no later than one month after the last day of employment, provided notice is given by April 1. If notice is given after April 1, payment will be made during the month of December of the same calendar year following retirement.

PART VI: COMPENSATION

All Employees covered by this Compensation Plan are classified as non-exempt from overtime pay based on criteria defined by the Fair Labor Standards Act (FLSA) and the PA Minimum Wage Act (PMWA).

1. Salaried, Non-Exempt: This classification applies to any Full-Time Employee who regularly works 30 hours or more per week. These employees will continue to receive a consistent salary for each pay period. If a salaried non-exempt employee exceeds 40 hours of work in a workweek, they are required to complete a timesheet to record those additional hours and will receive overtime compensation at 1½ times their hourly rate. Employee groups under this category include:
 - Administrative Support
 - Student Support (Emotional Support Interventionist, Licensed Health Room Nurse)
 - Building Support
2. Hourly, Non-Exempt: This classification applies to employees regularly working less than 30 hours per week. These employees will record all hours worked, including overtime when applicable, to ensure accurate pay. Employee groups under this category include:
 - Student Support (Instructional Assistant, Cafeteria Worker, Student Monitor)

All Employees recognized in this Plan are required to participate in the District's payroll direct deposit program. The payroll workweek shall start at 12:00 AM on Sunday and end at 11:59 PM on Saturday.

ARTICLE II - BASE WAGES

Section I: Annual Wage Increase and Increment Adjustments

The District retains all rights concerning the placement of an initial hire, consistent with its policies and procedures.

1. Salaried, Non-Exempt Employees: Any salaried employees (12-month or 10-month), full-time or part-time, who are NOT at the minimum salary for their respective position as of the first day of this Plan, will be automatically placed at that minimum salary. Part-time salaried employees (12-month or 10-month) will have their salary ranges prorated in proportion to their scheduled work hours.
2. Salaried, Non-Exempt Wage Increases: Wage increases for Salaried, Non-Exempt Employees for each year of this Plan are as follows:
 - 2025-2026: 3.75%
 - 2026-2027: 3.50%
 - 2027-2028: 3.50%

For 12-month Employees, wage increases take effect on the first day of the fiscal year. For 10-month Employees, wage increases take effect on the first day of the school year.

3. Hourly, Non-Exempt Wage Increases: All hourly employees are paid a fixed, hourly rate, which is determined by their position.

Section II: Recognition of Service Years Stipend

In recognition of service to the District, any Employee covered under this Plan who completes thirty (30) years of service in the District shall receive an honorarium of \$1,000.00 payable immediately upon attaining the service milestone.

Section III: Uniform Allowance

Eligible employees, as determined and designated by the District based on their position and duties, are required to wear the standard work uniform selected by the District. The District retains the right to determine which employees, including but not limited to full-time or part-time, temporary or substitute, shall be provided with and required to wear a uniform. The District shall have sole discretion in determining if the employee's attire is appropriate for work and meets

District standards. The District shall furnish five (5) sets of uniforms per eligible employee at District expense and will provide replacement uniforms annually. Eligible employees shall be permitted to receive a maximum District reimbursement of \$125.00 for work-related apparel purchased annually by the employee. The District will make reimbursement upon submission of a receipt for the item(s). Employees who resign their position, having worked for the District less than six (6) months, will be required to return all uniforms issued.

ARTICLE III - STUDENT SUPPORT EMPLOYEE SPECIFIC PROVISIONS

Section I: Substitute Pay

Substitute pay rates for all positions are established in the annually Board-approved Ancillary Activities Worker Pay Schedule. However, an exemption applies to employees covered under this Plan: Any employee covered by this Plan who is asked to serve as a substitute will not be paid less than their standard rate of compensation. When an employee covered by this Plan substitutes for another position, said employee will receive the higher of either the employee's standard rate of compensation or the established substitute rate for the position they are filling.

Section II: Temporary Lead Cafeteria Worker Assignment

Any regular Food Service employee temporarily assigned to fulfill the duties of a Lead Cafeteria Worker by the Director of Food Services or designee shall receive the employee's normal rate of pay for the first five (5) workdays of that assignment. Should the assignment continue beyond five (5) workdays, the employee shall be compensated, beginning on the sixth (6th) workday, at a daily rate equivalent to the corresponding Lead Cafeteria Worker's daily rate of pay.

ARTICLE IV - BUILDING SUPPORT EMPLOYEE SPECIFIC PROVISIONS

Section I: Building Support Employee Special Qualifications Stipend

In situations designated by the District where special licensure, certification, or skills are required beyond the employee's normally accepted job duties, the employee shall receive a stipend of \$8.00 per diem for holding the special qualification and during the period that such qualification is deemed necessary by the District. Examples of such special qualifications may include, but are not limited to, certificates or licensure in plumbing, small engine repair, water sewage treatment plant operation, etc. Other employees holding a proper license who are required to substitute for a primary licensed employee shall receive a stipend of \$4.00 per diem while holding the special qualification during the period that such qualification is deemed needed by the District. These stipends are paid independent of the position's base salary.

Section II: Lead Custodian Stipend

Lead Custodians may be designated as such by the Director of Support Services. Lead Custodians provide administrative support during after-school (evening) hours and serve as the liaison to organizations that seek to use district facilities during this period. Accordingly, a stipend will be granted to the Lead Custodians of the following worksites:

- Southern Lehigh High School: \$2,100

- Southern Lehigh Middle School: \$1,050
- Joseph P. Liberati Intermediate School: \$1,050

This annual stipend will be divided equally and paid across the employee's twenty-six (26) regular pay periods. This stipend is independent of the employee's base salary. Should an employee cease to be designated as a Lead Custodian, the stipend payment will also cease concurrent with the change in designation.

Section III: Temporary Head Building Support Assignment

Any regular Building Support employee temporarily assigned to fulfill the duties of a Head employee by the Director of Support Services or designee shall receive the employee's normal rate of pay for the first five (5) workdays of that assignment. Should the assignment continue beyond five (5) workdays, the employee shall be compensated, beginning on the sixth (6th) workday, at a daily rate equivalent to the corresponding Head employee's daily rate of pay. Should that assignment also require the employee to hold special qualifications (as noted in Article III, Section I), the temporarily assigned Building Support employee shall be paid at a daily rate equivalent to the corresponding Head employee's daily rate of pay, plus an additional \$4.00 per diem.

APPENDIX A - SUPPORT STAFF COMPLAINT PROCEDUREFORM

This form is intended for current non-probationary Support Staff employees to address alleged misapplication or misinterpretation of the Southern Lehigh School District Compensation Plan. Per Part I, Article V of the Plan, probationary employees are not subject to the Complaint Procedure. Furthermore, changes implemented unilaterally by the medical insurance carrier, prescription drug insurance carrier, and/or dental insurance carrier are not subject to this Complaint Procedure (Part V, Article I, Section II).

This Complaint Procedure is designed to provide a fair and equitable process for addressing employee concerns that are not related to collective bargaining. Please note the following:

- **Timelines:** Adherence to the specified timelines in each step is crucial for the efficient resolution of complaints. These time limits may be extended by mutual written agreement between the employee and the District.
- **Documentation:** All communications and responses related to this complaint should be kept in writing and attached to this form.
- **No Loss of Pay:** As per Article VIII of the Support Staff Compensation Plan, an employee scheduled to attend a meeting by the District to participate in resolution proceedings during working hours shall suffer no loss in pay.

PART I: EMPLOYEE INFORMATION

Employee Name: _____

Position/Job Title: _____

Worksite: _____

Supervisor: _____

PART II: COMPLAINT DETAILS

Please describe the specific nature of your complaint and explain how it conflicts with the terms of the Southern Lehigh School District Support Staff Compensation Plan. Be as detailed as possible, including dates, times, specific individuals involved, and relevant circumstances.

Date(s) of Initial or Alleged Occurrence: _____

Specific Article(s) and Section(s) of the Support Staff Compensation Plan Relied Upon: _____

Issue/ Concern for Review (Attached additional pages, if necessary):

Desired Outcome/Remedy Sought (Attached additional pages, if necessary):

Employee Signature: _____

Date: _____