

SHALER AREA SCHOOL DISTRICT

BENEFITS

FOR

ADMINISTRATIVE

ASSISTANTS



# **BENEFITS FOR ADMINISTRATIVE ASSISTANTS**

## TABLE OF CONTENTS

	<u>Page</u>
1. HOLIDAY SCHEDULE	3
2. VACATION SCHEDULE	3
3. SALARY	3
4. LEAVE DAYS	4
A. Emergency Leave	4
B. Bereavement	4
C. Legal Leave	5
5. REIMBURSEMENT FOR TRAVEL	5
6. MEDICAL COVERAGE	5
7. MEDICAL ALLOWANCE	6
8. DENTAL INSURANCE	6
9. VISION CARE	6
10. LIFE INSURANCE	6
11. SICK LEAVE	7
12. WORKERS' COMPENSATION	7
13. RETIREMENT BENEFITS	7
14. DEATH BENEFIT	7
15. LEAP YEAR	7

**Administrative Assistants are 12-month, salaried, Confidential Administrative Assistants in the Shaler Area School District. There are five (5) Confidential Administrative Assistants in the District.**

### **1. HOLIDAY SCHEDULE**

New Year's Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	Employee's Birthday
	Three Personal Days

The day after Christmas shall be an additional holiday, except in those years in which Christmas falls on a Friday or Saturday; plus four (4) additional holidays each year to be designated by the employer. The three (3) personal days will be prorated for employees who work less than a full year. Also, the three (3) personal days will rollover to sick days if not used in the current year.

### **2. VACATION SCHEDULE**

<u>Length of Service</u>	<u>Amount of Vacation</u>
After 1 year	1 week
After 2 years	2 weeks
After 5 years	3 weeks
After 10 years	4 weeks

The employee's length of service shall be determined by his/her anniversary date. Vacation earned in one year must be taken in the next year.

### **3. SALARY**

At the completion of seven (7) years of service, Administrative Assistants will have the ability to move to an upper salary tier.

#### **Compensation for Evening Meetings**

Administrative Assistants required to attend an evening event/meeting in association with their job responsibilities, shall be paid time and one-half based on their hourly rate. A minimum two-hour call-out will also apply to attendance at these required events/meetings. This provision does not apply to professional conferences that might involve overnight travel.

#### **Loyalty Incentive**

A \$1,000 increase to salary would be provided to Administrative Assistants after 12 years of service in the Shaler Area School District.

## **4. LEAVE DAYS**

### **A. Emergency Leave**

The School District will provide employees with emergency leave days on the following basis:

An emergency day refers to a day of absence for which an employee needs to be absent for emergency or personally necessitating reasons. Procedure to be used when requesting an emergency day:

1. The request shall be presented in writing to the immediate supervisor one week in advance of the day requested, when possible.
2. The request shall state the reason for the absence.
3. The request shall be viewed by the immediate supervisor and forwarded to the Superintendent.
4. The Superintendent shall approve or disapprove the request in writing, and shall notify the employee accordingly.
5. The employee shall be paid in full salary for the day, if the request is approved.
6. Emergency days shall be granted for such reasons as family emergencies, establishing a residence, personal legal business, religious observance, and for such other personal reasons which, in the opinion of the Superintendent, are compelling to the employee.

### **B. Bereavement**

1. When death occurs to an employee's grandparent, grandparent-in-law, grandchild, mother-in-law, brother-in-law, sister-in-law, father-in-law, son-in-law, daughter-in-law (including stepfather, stepmother, stepchildren, stepbrother or stepsister when they have lived with the employee in an immediate family relationship), an employee, upon request, will be excused and paid for up to a maximum of three (3) scheduled days (or for fewer days as the employee may be absent) which fall within a three (3) consecutive calendar day period; provided, however, that one such calendar day shall be the day of the funeral. When death occurs to an employee's legal spouse, parent, sibling, or child, the time set forth herein shall be extended to a maximum of five (5) consecutive days.
2. In the event of the death of an employee's aunts, uncles, nephews, nieces, and cousins, an employee will be granted the day of the funeral off, with pay, if such is the employee's regular scheduled workday and the employee attends the funeral.
3. An employee will not receive funeral pay when it is duplicated pay received for time not worked for any other reason.
4. All other requests, for leave not specifically mentioned in paragraphs 1 and 2 above, shall be granted according to the School Code.

## **C. Legal Leave**

1. Any employee who is required by the School District to appear in a legal proceeding shall be given a leave of absence, without loss of pay or other benefits, for the period of time that he/she is required to be at said legal proceeding.
2. (a) Any employee who shall be required by law to appear as a plaintiff or as a defendant in either a civil proceeding in the Court of Common Pleas or in a U.S. District Court shall be granted a leave of absence, up to a maximum of two (2) days, without loss of pay or other benefits, upon notification to the Superintendent of the date, time, and place of said proceeding.
2. (b) Any employee who shall be required by law to appear as a witness in the Court of Common Pleas, or in the U.S. District Court, shall be granted a leave of absence of one (1) day, without loss of pay or other benefits, upon presentation to the Superintendent of a subpoena by which said employee is required to appear.
3. Should an employee be required to appear on additional days, other than those provided for in 2(a) and 2(b) of this section, request for additional leave may be made in accordance with the emergency leave provisions.
4. Any employee who is summoned as a juror shall be granted a leave of absence, without loss of pay and/or other benefits, for the time he or she is required to be in attendance as a member of the jury panel.

## **5. REIMBURSEMENT FOR TRAVEL**

The employee is entitled to the maximum allowable under Internal Revenue Service Guidelines.

## **6. MEDICAL COVERAGE**

Every Administrative Assistant has the opportunity to enroll in the district's health plan - currently under the Allegheny County School Health Insurance Consortium (ACSHIC) Program (presently Keystone HMO plan) or a substantially equivalent health insurance. Contribution for health plan is same as what is reflected in the current Collective Bargaining Agreement between SASD and Full-Time and Part-Time Secretaries, Clerks, and Aides, Teamsters Local 205.

Each employee covered under this program shall be eligible for full family

As indicated previously, the District shall have the right to change health insurance carriers provided that the benefits granted to employees are substantially equivalent to the plan existing in 2013-14.

## **7. MEDICAL ALLOWANCE**

a. Instead of enrolling in the group hospitalization and surgical insurance program, an employee may elect to receive a cash medical allowance of \$1,800. The allowance shall be made in a prorated monthly contribution under Internal Revenue Code (IRC) Section 125.

If 10 percent of the Administrative Assistants select the option as stated above as of the first day of the start of the fiscal year, each of the eligible employees would receive \$2,400 in the medical allowance for that school year.

b. The School District shall permit retired employees of the District to be members of the ACSHIC District Medical, and Dental Insurance plans provided, however, said employee gives proof of receiving retirement benefits under the State Retirement Program. The cost of said program shall be borne by the individual.

## **8. DENTAL INSURANCE**

The School District, at its expense, shall provide each employee with coverage under the ACSHIC family dental insurance. The coverage shall include the Basic Program and Riders A, B, C, and D.

## **9. VISION CARE**

The School District, at its expense, shall provide each employee with coverage under the ACSHIC composite full family eye care insurance.

## **10. LIFE INSURANCE**

Employees working in excess of twenty-five (25) hours per week, one hundred eighty (180) days per year, shall receive a forty thousand dollar (\$40,000) life insurance policy with an eighty thousand dollar (\$80,000) double indemnity accidental death provision.

Employees on the active seniority list as of June 30, 2008 will be eligible for a five thousand (\$5,000) paid up Life Insurance Policy upon Retirement. All other employees are ineligible. Each active employee has the right to purchase an additional \$10,000 of coverage, three-fourths (3/4) paid by the District, one-fourth (1/4) paid by the employee.

## **11. SICK LEAVE**

The employee will receive twelve (12) days of paid sick leave. An employee hired during the fiscal year shall have the sick leave pro-rated. The employee will receive a thirty dollar (\$30) per day buy-back

policy for each day of unused sick leave (accumulated after July 1, 1974). The employee may elect to forego yearly payments and receive payment for all unused sick days, to a maximum of one hundred fifty (150) days, at the time the employee retires or terminates his/her services with the School District. This payment must be deposited into a TSA upon receipt.

## **12. WORKERS' COMPENSATION**

The District will pay to each full-time employee receiving worker's compensation payments the difference between the amount of such payment and the employee's regular daily wages, beginning with the day for which the employee first receives compensation payments for a maximum of fifty (50) days for the same or a reoccurrence of the same injury.

The District shall have the right to return employees on workers' compensation to work on a light duty. The employee will be paid their regular wage for all modified duty assignments. The requirements of the position will not be inconsistent with the employee's established medical limitations. An employee shall not be assigned to a position covered by a collective bargaining agreement. The District will provide the employee with training necessary for the ill employee to perform in the position. The District will not be obligated to retain the employee in the position for any period of time. The District may make such other accommodations as are necessary to facilitate the return to work of such an employee in a particular case.

## **13. RETIREMENT BENEFITS**

Each employee with fifteen (15) or more years of service with the employer shall receive a sum of one thousand dollars (\$1,000) from the employer upon retirement and proof of the employee's receiving retirement benefits under the State Retirement Program.

## **14. DEATH BENEFIT**

One thousand dollars (\$1,000) will be paid to the legal representative, if death occurs while in active service with the School District.

## **15. LEAP YEAR**

In years when one day is added to the calendar because of Leap Year, employees will receive, in their March paycheck, their regular rate of pay for working the extra day.