

Effective Date: 7-1-2023

WAYNESBORO AREA SCHOOL DISTRICT
Waynesboro, PA 17268



COMPENSATION PLAN & MANUAL
FOR
SUPPORT STAFF

July 1, 2023

Working Together To Support The Waynesboro Area School District

INTRODUCTION

The Waynesboro Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, religion, national origin, sex, age, disability or any other unlawful reasons in its activities, programs or employment practices as required by Title VI, Title IX, Section 504 and the American Disabilities Act.

For information regarding civil rights or grievance procedures, contact Dr. Rita Sterner-Hine, Title IX Coordinator and Section 504 Coordinator; or Eric Holtzman, the ADA Coordinator, at 210 Clayton Avenue, Waynesboro, PA 17268 (717-762-1191; T.D.D. 1-800-654-5984.) For information regarding services, activities, and facilities that are accessible to and useable by disabled persons, contact Eric Holtzman at 717-762-1191.

MISSION STATEMENT

Educate and Empower Students for Future Success!

FORWARD

It is the conviction of the administrative staff and the Board of School Directors of the Waynesboro Area School District that the role and function of the Support Staff is a critical one in terms of the overall success of our school program. The various duties, which the Support Staff performs, are essential to the maintenance of a stable and healthy school environment. We value the dedicated service of our support personnel and the professional attitude that they embody.

The following handbook is for your reference and guidance regarding your compensation and benefits.

If you have any questions concerning the contents of this manual, you are encouraged to speak to your immediate supervisor.

Dr. Rita Sterner-Hine
Superintendent

I. COMPENSATION

Salary schedules and classification ranges are located in Appendix C for the 2023-24 school year. Subsequent increases are based upon the direction of the Board of Directors. The hourly rate listed for each employment range is the actual amount to be earned for each hour of work. All new employees hired in each respective range will be paid the minimum hourly rate stated, or a rate within the range that could include factors such as years of experience within the specific job qualifications, subject to board policy. Current district employees applying for a Waynesboro Area School District Support Staff vacancy will be given credit for prior experience that relates to the new position. For example, an employee within the district with no prior secretarial experience moving into a secretary position will be paid at the minimum hourly rate of the range. The district reserves the right to provide higher compensation to new employees in order to remain competitive in the work force. Compensation in those instances where a deviation occurs will be established in accordance with Board Policy #304.

Employees must receive a performance rating of satisfactory in order to receive an annual increase, if such an increase is authorized by the Board. If an employee is at the maximum salary for their position, with Board authorization, they may receive a one-time bonus. The bonus is not cumulative or guaranteed annually.

Compensation is calculated as follows:

- a. All individuals are paid on an hourly basis. The actual hours worked in a specific pay period multiplied by their hourly rate will equal their gross compensation for that pay period.
- b. A full-time district employee is one who is contracted to work at least six (6) hours per day and thirty (30) hours per week. Employee's full or part-time status will be determined by the job at which they are primarily employed. The assumption of additional duties on a temporary basis or for a specified program other than that which is the employee's primary job, will not be considered in determining full-time status and benefit entitlements.
- c. All employees are required to use direct deposit. You may use multiple banks/credit unions for set dollar amounts.

Overtime/Compensatory Time

In accordance with Fair Labor Standards Act, all employees who work more than 40 hours in any given work week shall be paid at the rate of 1 1/2 times their normal hourly wage for overtime hours. On the holidays listed below, overtime will be paid if the employee is required to work, even if a total of 40 hours have not been worked in any given week. Overtime shall be performed only when approved by the immediate supervisor and should only be approved for emergencies.

New Year's Day, Easter Sunday, July 4th, Labor Day, Thanksgiving Day and Christmas Day.

The employer has the option of assigning employees compensatory time off for any time worked beyond their normal workday in lieu of overtime. For compensatory time earned, the employee will, no later than 10 days following the close of the pay period in which the compensatory time was assigned, take time off equivalent to the number of hours earned. For hours worked over 40 hours, the hours will be compensated at time and one-half.

Compensatory time shall be performed only when approved by the immediate supervisor.

In the case of overtime it will be the responsibility of the employee to ensure that the reason for the required time is clearly stated on the time sheet in the note area for that date, prior to obtaining the supervisory approval/signature. Failure to do so may result in the loss of overtime benefits or compensatory time.

Payroll Procedures

The employee shall record all hours of work on the employee portal. The time sheet shall be forwarded to the Business Office via the supervisor or via the employee portal on a bi-weekly basis and must carry the supervisor's approval via the employee portal. You need to follow the email notification deadlines for submitting your time sheet. Each report shall indicate the number of hours worked the previous two weeks Monday through Sunday inclusive.

Failure to submit timesheet on employee portal by each payroll deadline, may result in a delay of payment.

The following is a breakdown of items found on your paycheck stub:

II. PAYROLL INFORMATION AND DEDUCTIONS

Rate:	Employee hourly or biweekly rate of pay if applicable
Reg. Hours:	Regular hours worked during the pay period (support staff only)
Amount:	Regular and Overtime earnings for the pay period
O.T. Hours:	Overtime hours worked during the pay period
Gross Wages:	Total wages for all hours less deductions for unpaid absences
Federal Tax:	Federal Tax-Equal to the percentage required by the W-4 information, completed by the employee, multiplied by the gross pay minus pretax dollars
Soc. Sec Tax.:	Social Security Tax – (Gross Wages – pretax dollars) X 6.2%
Medicare Tax:	Medicare Tax – (Gross Wages – pretax dollars) X 1.45%
State Tax:	State Tax is equal to the applicable state tax percentage multiplied by the gross wages minus dollars not subject to this tax. PA = 3.07%, MD varies based on the MW507 form
Local EIT.:	Earned Income, Local, or Wage Tax percentage required by the local municipality in which the employee resides. Examples: Waynesboro =

	1%, Fairfield = 1.5%
Retirement:	Percentage required by the Pennsylvania School Employees' Retirement System to be deducted for the employee's pension. This amount varies depending upon your retirement classification.
UC Tax:	PA Unemployment Compensation Tax is equal to the current rate multiplied by the gross wages
LST:	Local Services Tax, which is deducted at the rate required by the municipality in which the employee works
TSA:	Voluntary pre-tax deduction for a Tax Sheltered Annuity / 403(b) private retirement account. Each Vendor will be listed. Please see the WASD website for approved vendors
Dependent Care:	Voluntary pre-tax deduction for Dependent Care
INS Share 125:	Premium Assistance required by the District for Healthcare, that the employee has chosen to have deducted on a pre-tax basis
Medical Flex:	Voluntary pre-tax deduction of dollars the employee has chosen to contribute to flexible spending account for healthcare costs outside of those covered by the district health plan Examples: Deductibles, co-pays, dental/vision beyond reimbursement Voluntary pre-tax or after-tax products through American Fidelity would also be included if applicable.
INS Emp Share:	Premium Assistance required by the District for Healthcare, that the employee has chosen to have deducted on an after-tax basis.
Roth:	Voluntary after-tax deduction for contribution to a private retirement savings. Please see the WASD website for approved vendors.
529 Plan:	Voluntary after-tax deduction for contribution for educational needs
United Way:	Voluntary after-tax contribution to the United Way Campaign
Misc.:	Those deductions that do not fall into any of the categories outlined
Pos. Ret.:	Voluntary after-tax deduction for the purchase of retirement from previous service(s)
Year to Date:	This area calculates the calendar year-to-date information.
Leave Balances:	The amount of hours remaining to be used for sick and vacation,
Pay Date:	Date of Payroll check
Net Pay:	Net Pay is equal to Gross Wages minus all deductions

In order to implement a 403(b) plan or Roth, an employee must first have an account set up with one of the approved vendors. The employee then needs to enroll online with our third party administrator – PenServ. If all forms are executed to the satisfaction of the employer, the employer shall thereafter deduct, within the limits of its electronic data processing capability, the amounts designated from the employee's salary and remit same to a legally constituted tax sheltered annuity or savings plan.

The employer shall bear no responsibility for the completion of any payments due to the authorized plan once notification of termination has been received by the employer.

Flex Plan (Section 125), Flexible Spending Account, Medical & Dependent Care Spending Accounts, are open to WASD employees, even if they do not have WASD benefits or do not work during the summer.

The administration recommends that each employee evaluate the option to have the medical premium co-pay deducted on a pre-tax basis. Each Spring, please review your requested deductions with American Fidelity.

III. DENTAL/VISION PLAN

The Employer shall provide reimbursement for dental and vision expenditures for each full-time employee and their dependents in the following amounts:

2023-24	\$ 800 (Individual)
	\$1,200 (2 Party)
	\$1,600 (Family)

- (A) Completed paperwork must be submitted to the district office.
- (B) Payment will be added to your next paycheck after claim is processed.
- (C) The employee retains the ability to visit the doctor of choice.

The district will reimburse part-time employees and their eligible dependents as a percentage of the full-time benefit according to the following for all employees hired prior to July 1, 2013:

Hours Worked	Percent Reimbursement
15-19	35%
20-24	40%
25-29	45%

Part-time employees hired on or after July 1, 2013 shall not be entitled to dental/vision benefits.

For those married employees with no children and both working in the District, the maximum allowed will be \$1,600.

For those married employees with children and both working in the District, one employee shall receive the individual rate and the other employee will receive either 2-party, if one child, or family rate if more than one child.

These amounts shall be “pooled” allowing the employee to use this total amount throughout the life of this contract. For contracts of two (2) years or less, an employee may “roll over” their unused Dental/Vision benefit funds, not to exceed the amount accrued in the last year of the preceding agreement. These “rolled over” funds must be used in the first year of the new agreement or they will be lost. The expiration of “rollover” benefits will have no effect on benefits earned in the current agreement.

Should an employee's expenses exceed the credit earned thus far in the agreement, the employer may elect to delay payment of the balance. Payment will begin the next fiscal year.

Should an employee need to change their coverage (single/dependents) during the course of a contract year, the amount will be prorated according to the coverage(s) used for the year from that point forward. Example: employee @ single coverage for seven (7) months and changes to 2-party @ 5 months:

$$7 \times \$66.67 + 5 \times \$100 = \$966.67 \text{ total pool year}$$

Should an employee's pool of money be reduced as a result of the status change, any overpayment will be recovered from the following year's allocation under the pool concept.

Pooling for those married employees working in the District shall be in accordance with past practices.

Definition of eligible dependents:

Spouse, unmarried dependent children under 18 years of age and unmarried dependent children age 18 to 23 who are enrolled as full-time students in high school, college or university, and handicapped children of any age who are incapable of self-support.

IV. MEDICAL/SURGICAL INSURANCE (Full-Time Employees Only)

The Employer shall pay 97% of the premium for the coverage selected for all full-time employees during the 2023-24 school year, and those employees will pay 3% of the premium.

The district will reimburse part-time employees and their eligible dependents as a percentage of the full-time benefit according to the following for all employees:

Hours Worked	Percent Reimbursement
15-19	35%
20-24	40%
25-29	45%

Lincoln Benefit Trust / Highmark BlueShield will provide a PPO Plan 2 according the following provisions listed in the charts and explanations below:

Fiscal Year	Office Visit	ER Visit	Deductible Individual/Family	Deductible Out of Network Individual/Family
2023-24	\$25	\$150	\$1,500/\$3,000	\$1,700/\$3,400

- Deductible does not apply to in-network lab.
- Unlimited visits for outpatient physical therapy and manipulation therapy per benefit period.

PPO Plan 2 – Prescription

Fiscal Year	Deductible	Retail – RX Card Co-Pay After Deductible is Satisfied	Mail-In Co-Pay
2023-24	\$100	15%G/25%PB/45%NPB	\$20G/\$30PB/\$45NPB

G – Generic, PB – Preferred Brand, NPB – Non-Preferred Brand

- PPO Plan 2 does not require quantity level limits and prior authorization on selected prescription drugs.
Medical/Surgical/Prescriptive
 - (a) Health care benefits are as per current handbook guidelines
 - (b) Confidentiality is of the utmost importance when dealing with health issues
 - (c) Unlimited lifetime maximum
 - (d) Covers employee, spouse and children
 - (e) Covers children to age 26
 - (f) The PPO Plan 2 will cover birth control “if medically necessary”
 - (g) A mandatory generic prescription drug provision will be added, unless the doctor specifies brand names
 - (h) The total OOP maximum, including the deductible and prescriptions, will be \$5,000/\$9,000 through 2021-22.
 - (i) Coverage under this provision shall be subject to the operating regulations/guidelines and procedures of the insurance provider. Standard benefits changes, mandated by Blue cross, apply to all plans and can be changed on an annual basis.

Spousal Exclusion:

The spouse of an employee will not be eligible for employer provided healthcare coverage while the spouse is also eligible for coverage through any of the following employers:

- a) Commonwealth of Pennsylvania
- b) Federal Government, to include Federal Court system or any branch of the U.S. Military
- c) Any public school, intermediate unit, cyber or charter school
- d) State System of Higher Education Universities or state-owned Universities funded by the Commonwealth of Pennsylvania
- e) State-Related Universities of Pennsylvania (Pennsylvania State Universities, University of Pennsylvania, Lincoln University and Temple University)
- f) County Government

The spousal exclusion becomes effective July 1, 2022.

V. GENERAL

Group Term Life Insurance

The school district pays for a \$35,000 group term life insurance policy for each full-time & part-time employees who work more than 15 hours per week. Should you have any questions concerning coverage or a change in beneficiary, contact the Human Resources Office.

Reimbursement for Travel and other Approved Expenses

Travel in the performance of school duties using private vehicles is reimbursed at the rate established by the Internal Revenue Service. Employees are not entitled to reimbursement for mileage from home to work or work to home. Travel outside the district when the employee is engaged in school business shall also be reimbursable at the same rate.

Employees shall submit official personal expense forms to the Business Office for reimbursement on a monthly basis. The forms can be obtained at each school office and must be submitted through their supervisor and bear their signature of approval.

Reimbursement for Hiring Costs

After 60-days of satisfactory performance, newly hired support staff will be reimbursed \$200 to cover the cost of the background checks, physical and TB test.

Retirement and Death Payments

Upon retirement, (PSERS), or death each full-time employee who has worked at least ten (10) years or more for the district shall receive a lump sum payment for each year of service in the district multiplied by \$125.00 (years of service x \$125.00). Any part-time

employee has worked at least ten (10) years or more shall receive a lump sum payment for each year of service in the district multiplied by \$75.00 (years of service x \$75.00). This payment will be subject to Federal Withholding Tax, Social Security, Medicare Tax and any other taxes as required by law. Effective July 1, 2013, this benefit will be eliminated. All current employees, with ten (10) or more years of service as of June 30, 2013, will have their current earnings under Section 11.05 (A) calculated as of June 30, 2013 and held until their retirement, as defined. Said payment at retirement will be without further interest or additions.

Seminar/Course Reimbursement

The district will reimburse employees for seminars/courses taken in relation to their positions or related to their field of work, as determined/approved by the Superintendent. The following shall be required to qualify for reimbursement:

- (a) A request for approval and the seminar/course description shall be submitted to the Superintendent of schools through their supervisor/principal prior to taking the course.
- (b) The employee shall receive a grade of C or better for any course taken.
- (c) The employee must request in writing reimbursement upon completion of the seminar/course, and with such request, furnish evidence to verify the satisfactory completion. Reimbursement is limited to four (4), three (3) credit courses per year. Said reimbursement shall be the actual tuition cost or the tuition rate per credit hour charged by Shippensburg University (in-state tuition), whichever is less.
- (d) An employee who voluntarily resigns from the District shall repay 50% of the credit reimbursement received if less than one school year from the course completion. If the employee remains for one (1) year, but less than two (2) years from the completion date, the employee shall repay 25% of the credit reimbursement received. An employee who must resign due to a major life change will not be required to make any repayment. Major life change is defined as spouse relocation more than 50 miles, serious illness of a family member requiring the employee to provide physical care, military deployment, retirement, termination, or death.

Retirement

Per diem employees who work more than 80 days and hourly employees who work more than 500 hours per school year are automatically enrolled in the Pennsylvania School Employees' Retirement system. Payroll deductions will be made according to law.

Employees may request additional information concerning the status of their retirement accounts by writing to the Pennsylvania School Employee's Retirement System, 5 North 5th Street, Harrisburg, PA 17101-1905, by contacting the Human Resources Office, or PSERS website at www.psers.state.pa.us.

VI. EMPLOYMENT POLICIES

Americans with Disabilities Act (ADA) and ADA Amendments Act (ADAAA)

The ADA and ADAAA prohibit employers from discriminating against applicants and individuals with disabilities and require employers to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

The District complies with all federal and state laws concerning the employment of persons with disabilities. It will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so creates an undue hardship to the District. Employees who believe they need an accommodation are responsible for requesting an accommodation from their supervisor or the Human Resources Office. After receiving the request for accommodation, the District will engage in an interactive dialogue with the employee to determine the precise limitations of the disability and explore potential reasonable accommodations that could overcome those limitations. Individuals will not be retaliated against for requesting an accommodation in good faith.

Dress and Grooming Policy See Board policy #325.

Employment Policy

All vacancies will be posted for at least five (5) calendar days. Upon learning of a vacancy, interested employees shall submit a letter of application and resume to the Human Resources Office requesting that they be considered for the posted vacancy using the district's online application system. Present district employees applying for positions for which they are qualified will be given consideration in accordance with Board Policy No. 304.

Initial Employment Period

During the initial stages of employment, both the employer and employee shall assess whether the needs and expectations of each are likely to be realized. The employer considers the first sixty (60) days of employment an introductory period – we call it the initial employment period – during which the compatibility of employer and employee will be carefully weighed. We select new employees whom we expect to succeed and thrive in our environment and respond well to our challenges. Upon the completion of sixty (60) days of initial employment, the employee's supervisor shall submit to the Human Resources office an evaluation of the employee's work and a recommendation as to whether the employee shall continue to be employed by the employer. The employer shall have the option to extend or reduce the initial employment period based on the employee's performance. The employee will be advised of any extension of the initial period and grounds thereof.

During the initial employment period and after its completion, employment continues to be at the will of the employer. In other words, the employer need not have grounds to terminate the employment of the employee.

Official Work Week

The official workweek of the Waynesboro Area School District shall be from 12:00 a.m. Monday to 11:59 p.m. Sunday.

Pennsylvania Workers Right to Know

The Pennsylvania Workers Right to Know legislation is intended to inform employees of the hazards in their workplace.

It must be remembered that each employee has different tolerances to various chemicals, dusts, fumes, abrasive and other workplace hazards. An employee has a right to know the hazards that he/she will encounter and the proper precautions. An employee has the right to expect the employer to provide information about hazards upon request. An employee is expected to use the proper safety measures that he/she has been shown and not to take chances or to mix any chemicals unless trained to do so by the district.

Personnel Files

The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and state statutes, local benefit programs, conformance with district rules and evidence of completed evaluations. The employee shall complete all required personnel forms prior to receipt of initial pay. It is the responsibility of the employee to notify Human Resources of any change in residency, marital status or dependency.

An employee shall have the right to review his/her personnel file. The term 'personnel file' shall not include records of an employee relating to the investigation of a possible criminal offense, letters of reference, documents which are being developed or prepared for use in civil, or criminal procedures, medical records or materials which are used by the employer to plan for future operations as stated under the Fair Credit Reporting Act.

Employees wishing to review their own records shall review the file in the presence of a Human Resources Office employee and shall not remove or make any alterations to the documents. If an employee wishes to view their personnel file, they must make an appointment.

Anyone wishing to add or appeal material in their record shall make a written request to the Human Resources Office indicating name, date, addition or material to be appealed and the reason for such an appeal. The Superintendent makes the final decision.

Physical Examinations

All employees shall have a physical examination that includes a tuberculosis-screening test prior to their employment. The follow-up tuberculosis-screening test is no longer required except for the purpose of monitoring those persons who are exposed to, or develop symptoms after the initial skin test. The District may at any time require drug testing.

Sexual and Other Harassment and Discrimination

See Appendix A

Substitutes Employees

A substitute employee shall be any person employed on a day-to-day basis to perform non-recurring duties. The temporary employee shall be paid according to the annually Board approved pay scale. Whenever a regular employee is prevented from performing their duties, the supervisor shall determine the necessity for providing a substitute. Substitutes shall be called using the substitute list prepared by the Human Resources Office. Substitute work is variable in nature, and employees are not guaranteed a minimum number of hours or work days. This is especially applicable to substitutes who file unemployment claims.

Termination of Employment

Employees who wish to terminate their employment with the school district shall submit a letter of resignation to their immediate supervisor at least 10 working days prior to the anticipated date of separation. The employee must return all district issued equipment prior to their resignation, to include but not limited to, keys, ID badges and technology devices.

Veteran Status and Re-employment

The District does not discriminate based on military membership or duty. Employees who enlist or are drafted into active national or state military service will be granted a military leave of absence in accordance with Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law.

Upon completion of military leave, eligible employees will be reinstated in their former position or a position of like seniority, status and pay. Reinstated employees will have continuous service for seniority, vacations, etc. and will remain eligible for benefits.

Work Day

The work day for regular service employees shall be defined in terms of the number of hours of work required of employees each day.

Work Year

The work year for service employees shall be defined by the number of days of work required of the employee between the dates of July 1 through June 30. Five (5) holidays will be paid: Thanksgiving Day, Christmas, New Year's Day, Memorial Day, and July 4th (July 4th only applies to employees who work year-round) in addition to the required days of work.

VII. LEAVE OF ABSENCE AND VACATION

Sick Leave

All regular support staff employees shall be entitled to sick leave with pay. Your sick days are based on the contractual hours that you work each day. The number of days of sick leave earned in any fiscal year (7/1 to 6/30) shall vary with the length of work year as follows:

<u>Work Year</u>	<u>Sick Leave</u>
177-199 work days	8 days
200-220 work days	9 days
221- 245 work days	10 days

All sick leave time is earned on a monthly basis per the schedule retained in the payroll office. Sick time may be utilized in quarter hour increments.

New employees and regular employees working less than 180 days in a fiscal year will receive a prorated number of sick days. Any unused leave shall be cumulative from year to year. All or part of accumulated leave may be taken in any one or more years.

Employees may use up to five (5) of their sick days annually for family illness.

Employees are expected to be ethical in their use of sick leave. Upon their return to work following a period of absence due to illness they shall complete and sign a notification on the time sheet certifying their illness. Abuse of sick leave is a serious offense that may subject an employee to discipline that may include, but is not limited to, suspension or discharge, in accordance with Board policy.

The employer will require the employee to furnish a physician's certificate after three (3) consecutive days of illness certifying that illness or accidental injury prevented the employee from following their occupation during the period for which compensation is requested by reason of such event and prior to return to employment.

Sick leave shall not be granted if an accidental injury, which prevents the employee from working for the district, occurred while the employee was engaged in remunerative work for someone other than the District.

Sick Bank

All Support Staff are eligible to join the WASD Sick Bank and offered that opportunity by the Human Resources department upon their hire. Employees must make the decision to join the sick bank within 20 days of hiring, or within 20 days of their 1st work anniversary with WASD. There are no other opportunities to join the sick bank, so this is an important personal decision when hired by WASD.

Employees should refer to Board Policy 334.1 for details on the sick bank.

Sick Leave – Retirement Payment

Support Staff who retire with 20 or more years of service at WASD, shall be paid at the time of retirement for unused accumulated sick leave. The rate of compensation will be \$45/per day. All money shall be placed in a 403(b) account.

Vacation Policy

It is the goal of the Waynesboro Area School District to ensure that employees receive paid time off to reward their service to the district, and to ensure that they have an adequate time for personal and family activities.

All leave covered under this section is earned on a monthly section retained in the payroll office. Vacation time may be utilized in quarter hour increments.

The following chart outlines the paid time off provided by the District to the Support Staff. The schedule rewards longevity with the District by providing for additional time off. Your vacation days are based on the contractual hours that you work each day.

	# of Days Off*			
Type of Leave	<2 Years Svc	2-5 years Svc	6-10 Years Svc	>10 Years Svc
Vacation (245 day emp)	10	15	18	20
Vacation (200-244 day emp)	5	7	10	10
Vacation (<200 day emp)	4	5	7	7
Emergency Leave	0	0	0	0
Personal Leave	0	0	0	0
Holidays	4	4	4	4
Total Amount of Leave	8-14	9-19	11-22	11-24
*Pre-7/1/2013 F/T employees will continue to receive days off per their historical working agreement. Vacation Carryover would be limited to 10 days per year.				

For up to 5 unused vacation days per fiscal year, support staff may choose to be reimbursed at a rate of \$75 per day. Such payment must be requested by the support staff

employee and paid into a 403(b) on the district's approved vendor list. There will be no cash option and this benefit may be limited or prohibited due to applicable law or conditions, terms and limitations in the Plan. The employee must make this request by June 1 of each fiscal year and their request is nonrevocable. Payment into the 403(b) will be based upon the district's timing for such transfers to occur.

Bereavement Leave

An employee absent from duty because of the death of a member of the immediate family of said employee shall be entitled to four (4) days leave taken within a period of six months and one (1) travel day for distance exceeding two hundred (200) miles with pay for such reason. Members of the immediately family shall be defined as the father, mother, sister, brother, son, daughter, husband, wife, parent-in-law of said employee, or a near relative of said employee (as defined below) who resides in the same household with said employee or any person with whom said employee has made their home. This shall include the above relationships established by marriage, e.g. "step" relatives (stepparent, stepbrother, etc.).

Bereavement – Near Relative

An employee absent from duty because of the death of a near relative of said employee, or that of their spouse, shall be entitled to two (2) days of leave taken within a period of five (5) days and one (1) travel day for distance exceeding two hundred (200) miles with pay. A near relative shall be defined as a first cousin, grandfather, grandmother, grandson, granddaughter, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, sister-in-law, or brother-in-law. This shall include the above relationships established by marriage, e.g. "step" relatives (stepparent, stepbrother, etc.).

For all bereavement leaves, your supervisor, manager, HR or Superintendent, may require documentation for the leave to be approved.

Child Bearing/Rearing Leave

For employees, the district will grant a leave of absence without pay, for the purpose of child bearing/rearing. The taking of child bearing leave will be at the employee's option and certified by the attending physician. The employee shall request such leave 60 days prior to the beginning of said leave, unless an emergency precludes this, and give notice of intent to return to the district 10 days prior to return date. Failure to notify the Human Resources office of an employee's intent to return shall result in termination of employment. Upon return to employment, the employer shall provide a position similar in salary to the one prior to initiation of said leave. All accrued benefits shall be frozen during said leave (subject to the Family and Medical Leave Act).

An employee who wishes to request the above leave may visit the Human Resources office in order to complete an application. Said leave shall be subject to the Family and Medical Leave Act, if applicable, and not in addition thereto.

Court Absence

Employees who are called to serve on jury duty or who are subpoenaed as a witness in matters before the court, shall be granted leave and paid their regular salary for the day(s) missed performing this duty. Employees receiving subpoenas or notices to report for court duty must report the same to their principal/supervisor immediately.

If employer determines that the employee's services are needed during the time of proposed jury service and obtains an excuse for the employee from said service, the employee shall continue to perform the employee's assigned duties.

Pre-Induction Physical Leave

An employee ordered by a selective service board to take a pre-induction physical examination during contractual working days shall be granted a leave of absence with pay for the necessary days required by the selective service board to complete the physical examination.

Days Without Pay

Support Staff employees shall, upon approval of the Superintendent or their designee, be able to take five (5) days of leave per year without pay and not have benefits prorated. Any days taken without pay beyond five (5), consecutive or non-consecutive, shall require the approval of the Superintendent or their designee and will require the support staff employee to pay the prorated difference in benefits. Please complete the long-term absence form for these submissions.

At 10 days of unpaid time, the employee will meet with their supervisor/principal to create an attendance improvement plan.

Employees are required to utilize all of their paid time off prior to taking unpaid days.

Worker's Compensation

If you suffer a work-related injury, your health and well-being are our first concern.

If the injury is of a serious nature and requires the assistance of an ambulance or rescue personnel, they should be contacted immediately. If the injury is of a less serious nature, the following procedures must be followed:

1. Report the injury immediately, but no longer than 72 hours to:
 - a. Building Principal/Supervisor
 - b. Sharon Levick, Human Resources Office @ 717-762-1191 x1133
 - c. SDIC @ 1-800-445-6965 x101

If you require a prescription for your work-related injury or disease, do not use your personal health plan prescription card. Please use the Mitchell International Pharmacy Sheet which you will receive in the claim package. When you call in your report of injury to SDIC, they will assign you a claim number. Please use this claim number when seeing a panel physician.

If you suffer a work-related injury, WAYENSBORO AREA SCHOOL DISTRICT or our insurer will pay reasonable surgical and medical services and supplies, orthopedic appliances and prosthetics, including training in their use when needed. In order to ensure that your medical treatment will be paid for by Waynesboro Area School District or our insurer, you must select from one of the health-care providers listed in your SDIC packet.

Please call in advance for an appointment if you need treatment. You must continue to treat with one of the listed providers for ninety (90) days from the date of your first visit.

If, after this ninety (90) day period you still need treatment and the Waynesboro Area School District has provided this list as set forth above, you may choose to continue with this health care provider, or you may choose another provider. You must notify the Worker's Compensation Contact at the administrative Office (Sharon Levick, HR Office), of this action within five (5) days of your first visit to the health care provider of your choice. Your bills will be paid if you have provided proper notice and if your provider files reports as required. (These reports must be filed within ten (10) days after your first visit and at least once a month for as long as treatment continues.)

If one of the healthcare providers listed with SDIC refers you to a specialist, the Waynesboro Area School District or our insurer will pay for these services as provided by law.

Complaint Procedure

In an effort to provide employees with some guidelines to follow in getting answers to concerns and/or complaints, the following procedure should be followed in accordance with Board Policy No. 326:

1. Level One - Immediate Supervisor
 - a. Within seven (7) days after the occurrence of the act or omission giving rise to the complaint, the complainant must present their complaint in writing to the immediate supervisor.
 - b. Within five (5) days the immediate supervisor shall communicate their decision to the employee in writing. If the immediate supervisor does not respond within the time limit, the complainant may appeal to the next level.

2. Level Two - Next Higher Level of Authority
 - a. If the employee is not satisfied with the decision at Level One, she/he may appeal in writing to the Superintendent within five (5) days of receipt of the decision.
 - b. The responding administrator shall communicate a decision to the complainant within seven (7) days.
3. Level Three - The Board
 - a. Within seven (7) days after receiving the decision of the Superintendent, the complainant may appeal the decision in writing to the Board.
 - b. Within ten (10) days the Board will submit its decision in writing together with supporting reasons to the complainant. A copy shall be furnished to the administrators involved and to the Superintendent.
 - c. The decision of the Board is final.

VIII. – CODE OF CONDUCT

All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.

The Board requires employees to maintain professional, moral and ethical relationships with students at all times.

All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.

When engaged in assigned duties, district employees shall not participate in activities that include but are not limited to the following:

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Nonprofessional relationships with students.

3. Causing intentional damage to district property, facilities or equipment.
 4. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
 5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.
 6. Use of profane or abusive language.
 7. Breach of confidential information.
 8. Failure to comply with directives of district officials, security officers, or law enforcement officers.
 9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
 10. Violation of Board policies, administrative regulations, rules or procedures. It is the employee's responsibility to review the District's [board policies](#).
 11. Violation of federal, state, or applicable municipal laws or regulations.
 12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.
- In addition, certificated administrative and professional employees are required to adhere to the [Code of Professional Practice and Conduct for Educators](#).

Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.

An employee shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the employee to disciplinary action up to and including termination and criminal prosecution.

When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law or grievance procedure as outlined in the WAEA Collective Bargaining Agreement. Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request.

Investigations

The Board will not participate in the investigation of alleged wrongdoing, incompetency, or improper conduct by an employee. Instead, the Superintendent or designee is required to investigate or cause the investigation of such matter as may be warranted by the circumstances.

To fulfill his/her responsibility to properly investigate the matter, the Superintendent may:

1. Retain counsel to assist in or to conduct the investigation and to advise the Superintendent;
2. Retain such investigators as may be justified to assist in the investigation.
3. Investigations related to Title IX violations will be conducted in accordance with Title IX regulations.

Progressive Discipline

Progressive discipline procedures shall be consistent with respective collective bargaining agreements. Generally, the following outlines the District's progressive discipline process:

1. Counseling (non-disciplinary)
2. Verbal Warning (documented)
3. Written Warning
4. Final written warning; last chance agreement; or Suspension w/o pay
5. Demotion
6. Dismissal
7. Pursuit of criminal/civil actions

Prior to any corrective action and at any of the first three steps of the process, an improvement plan may be implemented. If an employee fails to comply with the improvement plan, progressive discipline will be sought.

Progressive discipline may not necessarily start with a counseling, depending on the severity of a violation.

The principles of corrective and progressive discipline do not necessarily apply to major offenses. These offenses may lead to an immediate suspension or dismissal with no prior discipline.

WAYNESBORO AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS

By _____
President

By _____
Secretary

Date _____

Waynesboro Area School District

Discrimination/Title IX Sexual Harassment Policy

1. Purpose – The Waynesboro Area School District is committed to maintaining a learning and working environment that is free from discrimination and harassment based on a person's sex, race, color, age, religion, disability, ancestry or national origin, consistent with applicable laws. All employees and students should respect the rights, opinions and beliefs of others. Harassment of any person because of sex, race, color, age, religion, disability, ancestry or national origin is strictly prohibited, whether directed at an employee, student, intern, volunteer or vendor. Any such harassment is prohibited by this policy whether or not it also violates the equal employment opportunity laws. This policy applies equally to all employees, both full and part time, including all support, professional, and administrative staff as well as all students.
2. Authority - Section 703 of Title VII of the Civil Rights Act of 1964; Section 5(a) of the Pennsylvania Human Relations Act, and Title IX, EEOC Guidelines on Sexual Harassment, Federal Register, vol. 45, No. 219, PHRC Guidelines, Pa. Bulletin, Vol. II, No. 5; Policy Memo, Office of Civil Rights.
3. Definition – **Harassment** is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or putdowns, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related work performance, including when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition or an individual's employment or education, or when
 - b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when
 - c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile or offensive employment or educational environment.

No one may threaten or imply that an employee's submission to or rejection of sexual advances will in any way influence any decision about that employee's employment, advancement, duties, compensation or other terms or condition of employment. No one may take any personnel action based on an employee's submission to or rejection of sexual advances. No one may subject another employee or student to unwelcome conduct of a sexual nature. This includes both unwelcome physical conduct, such as touching, blocking one's way, staring, making sexual gestures, and making or displaying sexual drawings, photographs or images, as well as unwelcome verbal conducts, such as sexual propositions, slurs, insults, jokes and other sexual comments or innuendo. An employee or student's conduct will be considered unwelcome and in violation of this policy when

that employee or student knows or should know it is unwelcome to the person subjected to it.

Other harassment or discrimination - No one may harass or discriminate against anyone because of that person's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. Examples of conduct prohibited by this policy include using racial and ethnic slurs or offensive stereotypes and making jokes about these characteristics.

4. Guidelines and Responsibility - Any person, employee or student, who feels they or another employee or student has been discriminated against or harassed, is requested and encouraged to make a complaint. Anyone who alleges sexual or other discrimination or harassment, as defined above, by any staff member or student in the district may use the district's complaint procedure or may complain directly to their immediate supervisor, building principal, guidance counselor, assistant superintendent, any other person designated to receive such complaints or directly to the superintendent. You are not required to confront or complain to the person discriminating against you or harassing you. No reprisals, retaliation, or other adverse action will be taken against any employee or student for making, in good faith, a complaint or report of harassment or for assisting, in good faith, in the investigation of such complaint or report. Any suspected retaliation or intimidation should be reported immediately to any one of the persons listed above. The filing of a complaint or otherwise reporting sexual or other harassment or discrimination, when done in good faith, will not reflect upon the individual's status; nor will it affect future employment, grades or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations and duties, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct is revealed.

5. Penalties –A substantiated charge against a staff member or student in the district shall subject said individual to disciplinary action including but not limited to suspension, demotion and/or dismissal pursuant to board policy numbers 317.

A substantiated charge against a student in the district shall subject that student to disciplinary action including suspension or expulsion, consistent with the student discipline code and pursuant to Board Policy number 218 and 233.

6. Additional Information – If you have any questions about this policy, please contact a Principal, the Human Resources Office or Superintendent for additional information. If you have other questions or concerns about discrimination or harassment, you may also contact the Human Resources Office or the local office of the Equal Employment Opportunity Commission.

**Waynesboro Area School District
General Safety and Health Rules and Enforcement Procedures**

These rules are published for your information and to minimize the likelihood of a safety and health problem. Failure to adhere to these may result in disciplinary action.

1. Be aware of and adhere to the safety and health rules/practices established by the Waynesboro Area School District and conduct yourself in a safe manner.
2. Know the procedure for reporting all incidents (including near misses) and accidents, whether an injury occurred or not. Report all accidents to your supervisor and the Human Resource Office immediately. Review and be knowledgeable of procedures outlined in the First 30 Minutes flow chart, which is located in each classroom.
3. Report all incidents (including near misses) and accidents, whether an injury occurred or not, to your supervisor and the Human Resources Office immediately.
4. Horseplay and practical jokes that may cause harm or injury while on Waynesboro Area School District owned or leased property or while performing official duties are not permitted.
5. Displaying or using any weapon (or any instrument used as a weapon) or firearm (or missile-projecting device) while on Waynesboro Area School District owned or leased property or while performing official duties, unless authorized to do so as part of your assignment is not permitted.
6. Use, possession, or being under the influence of alcoholic beverages, prohibited substances, or non-prescribed controlled substances while on Waynesboro Area School District owned or leased property, in school district vehicles, or while performing official duties is not permitted.
7. Use of tobacco while on Waynesboro Area School District owned or leased property, in school district vehicles, or while performing official duties is not permitted.
8. Be aware of the hazardous materials in your work area and know the proper cleanup and disposal process of these materials (Reference The First 30 Minutes flow chart.)
9. The location of the Material Safety Data Sheets, which specifies all chemicals used at the Waynesboro Area School District are located in each building office and how to obtain copies.
10. Be familiar with the emergency alarm system, phone system and evacuation procedures.
11. Keep your work area clean and free from slip, trip, and all other safety and health hazards.

12. Know and use proper lifting techniques and request assistance when lifting heavy or awkward loads.
13. Use a stepladder or stepstool to reach shelves. Move the stool or ladder as necessary to avoid stretching and never use chairs or desks.
14. Follow all warning signs that identify possible safety hazards or conditions, i.e., wet floor.
15. Always use handrails when walking in stairways and take one step at a time.
16. Avoid running and use caution in congested areas, hallways, blind corners, and when opening and closing doors.
17. Obey traffic laws while operating a vehicle and always wear seat belts at all times while driving or if you are a passenger.
18. Know and adhere to your responsibilities concerning policies and procedures for emergencies such as fires, bomb threats, hazardous material spills, severe weather, lockdown, etc. (Refer to The First 30 Minutes).
19. Use appropriate personal protective equipment, such as safety glasses, safety shoes, gloves, respirators, etc., where it is justified based upon exposure. This also applies to classroom situations, such as science labs, shops, and art classes. Any staff member handling body fluids should wear protective gloves.
20. Wear proper footwear according to conditions. (Example: When conditions are icy or snowy, wear boots to work and change to shoes when inside the building. When leaving the building, change to boots to wear outside.)

Appendix C

WAYNESBORO AREA SCHOOL DISTRICT							
2023-24 -- SUPPORT STAFF SALARY SCHEDULE							
Steps	Range 1	Range 2	Range 3	Range 4	Range 5	Range 6	Range 7
1	22.71	20.72	19.37	17.87	16.79	15.80	14.71
2	23.12	21.08	19.68	18.18	17.05	16.06	14.92
3	23.54	21.44	20.04	18.49	17.31	16.32	15.12
4	23.96	21.80	20.40	18.80	17.61	16.57	15.33
5	24.37	22.16	20.76	19.11	17.92	16.83	15.59
6	24.79	22.57	21.12	19.42	18.23	17.09	15.85
7	25.10	22.88	21.38	19.67	18.44	17.29	16.00
8	25.41	23.19	21.63	19.93	18.64	17.50	16.15
9	25.72	23.50	21.89	20.19	18.85	17.71	16.36
10	26.09	23.81	22.15	20.45	19.06	17.91	16.57
11	26.45	24.12	22.41	20.70	19.31	18.12	16.77
12	26.82	24.42	22.72	20.96	19.57	18.32	16.98
13	27.08	24.63	22.92	21.12	19.73	18.48	17.13
14	27.34	24.84	23.13	21.27	19.88	18.63	17.29
15	27.60	25.04	23.33	21.43	20.03	18.79	17.44
16	27.86	25.25	23.54	21.63	20.19	18.94	17.60
17	28.12	25.45	23.75	21.84	20.34	19.10	17.75
18	28.38	25.66	23.95	22.04	20.50	19.25	17.91
19	28.64	25.87	24.16	22.25	20.65	19.41	18.06
20	28.84	26.02	24.31	22.40	20.81	19.51	18.16
21	29.05	26.18	24.47	22.56	20.96	19.61	18.27
22	29.26	26.33	24.62	22.71	21.12	19.72	18.37
23	29.47	26.48	24.78	22.87	21.27	19.82	18.47
24	29.68	26.64	24.93	23.02	21.43	19.92	18.57
25	29.88	26.79	25.08	23.18	21.58	20.02	18.68
26	30.09	26.95	25.24	23.33	21.73	20.13	18.78
27	30.30	27.10	25.39	23.49	21.89	20.23	18.88
28	30.51	27.31	25.55	23.64	22.04	20.33	18.99
29	30.72	27.51	25.70	23.79	22.20	20.44	19.09
30	30.92	27.72	25.86	23.95	22.35	20.54	19.19
31	31.13	27.93	26.01	24.10	22.51	20.64	19.30
32	31.34	28.13	26.17	24.26	22.66	20.75	19.40
33	31.55	28.34	26.32	24.41	22.82	20.85	19.50
34	31.76	28.54	26.48	24.57	22.97	20.95	19.60
35	31.96	28.75	26.63	24.72	23.12	21.11	19.71
Range 1	Range 2	Range 3	Range 4	Range 5	Range 6	Range 7	
Electrician	Maint. Technician	Child Acct Coord.	Acct Pay/Reception	Access Clerk	Café Monitor	Ala Carte	
HR Coordinator	Nurse-LPN	Food Service Sec	Kitchen Mgr- MS	Athletic Sec	Cook	Cashier	
Sec to Supt	Maint/Trans Coord.	Guidance Sec	Maint Worker II	Attendance Sec	Day Custodian	Crossing Guard	
Payroll	Behavior Techs	Kitchen Mgr - HS		Behavioral Mon./S.H.	Delivery Driver	Custodian	
	Sec Spec Educ	Sec to Asst Supt		Computer Tech	Library Asst	Dishwasher	
	Sec to Asst Supt	Sec to Principal		Fire Police Crossing Guard	Receptionist	Event Staff	
				Kitchen Mgr Elem	TA/Paraeducator	Server	
				Maint Worker I			
				Registrar/Website			
				Tech Sec/Prnt Opr			
				Spec Ed Paras/PCAs			