



**SUPPORT STAFF &
MANAGER
EMPLOYEE HANDBOOK**

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Mission, Vision, & Core Values

Mission

STUDENTS FIRST: Empower & Inspire to Reach New Heights

Vision

BRANDYWINE HEIGHTS...

Uniting students, staff, and community to engineer a culture of learning where each student discovers passion and purpose.

Core Values

WHOLE CHILD APPROACH

- Ensuring each student is healthy, safe, engaged, supported, and challenged to be resilient and persevere

INTEGRITY

- Developing a strong character to foster honesty, productivity, responsibility and independence as citizens

CULTURE OF LEARNING

- Creating engaging, personalized, and diverse learning opportunities to reach individual student interests and future needs

RELATIONSHIPS

- Building a mutually respectful community

COMMUNITY

- Fostering healthy partnerships between home, school, and community

Welcome

Welcome to the Brandywine Heights Area School District! You were selected to work for the Brandywine Heights Area School District not only because of your technical skills, but because you demonstrated the positive character traits that support our mission statement. Regardless of your specific job title, you make a positive impact on the lives of our students each and every day by completing your tasks with pride. Our goal is to enable all of our employees to strive for success in an ever-changing environment.

We believe that a healthy partnership among staff, school district and community contributes to a quality educational system as well as a quality work environment. A safe and supportive place to work is essential for providing a productive workforce that is highly committed to safety, continuous improvement and addressing the needs of all employees who work for Brandywine Heights Area School District. We consider the employees of Brandywine Heights Area School District our most valued asset, and it is our responsibility to foster the development and success of all employees.

Here at Brandywine Heights Area School District, we emphasize putting our students, our "customers," first. When we all work toward this goal, our jobs become more pleasant and meaningful. The information included in this booklet will provide you with an understanding of the various support staff groups and the benefit package provided to each. Please take a few minutes to read this booklet and refer to it periodically. This Employee Handbook serves as a general reference during your employment with Brandywine Heights Area School District. It is not intended to be a definitive source of information on all the terms and conditions of your employment.

The information contained in this Handbook is subject to revision based on changes in the law and/or Brandywine Heights Area School District policies, procedures and regulations. The contents of this Handbook are meant to serve as guidance and do not constitute the terms of a contract of employment or a guarantee of continued employment. There are no promises in this Handbook regarding your work assignment, work schedule, specific working conditions or length of employment. The Brandywine Heights Board of Education reserves the right to revise this Handbook as needed. The Handbook is subject to change without notice. Of course, we believe in open communications and fairness, and will work to keep you apprised of changes about which you need to be aware in order to perform your job. Brandywine Heights Area School District looks forward to having a long and fruitful employment relationship. This handbook should serve as an informative resource to all Brandywine Heights employees.

Board Policies

The Brandywine Heights Area School District Board of Education's policies are provided on the Brandywine Heights Area School District website at <https://go.boarddocs.com/pa/bran/Board.nsf/vpublic?open>. All employees of the school district are subject to the policies and regulations of the Brandywine Heights Area School District.

Equal Opportunity and Commitment to Diversity

Equal Employment Opportunity Statement

Brandywine Heights Area School District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Brandywine Heights Area School District complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including hiring, placement, promotions, terminations, layoffs, recalls, transfers, leaves of absence, compensation and training.

Brandywine Heights Area School District expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of Brandywine Heights Area School District employees to perform their expected job duties is absolutely not tolerated.

Discrimination/Title IX Sexual Harassment Affecting Staff & Complaint Procedure

Brandywine Heights Area School District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Brandywine Heights Area School District expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment. Refer to our board policy [104 Discrimination/Title IX Sexual Harassment Affecting Staff](#).

It is the policy of Brandywine Heights Area School District to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran.

Brandywine Heights Area School District prohibits any such discrimination or harassment.

Brandywine Heights Area School District encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Brandywine Heights Area School District to promptly and thoroughly investigate such reports. Brandywine Heights Area School District prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either

explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to Brandywine Heights Area School District (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Complaint Process

- Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, the Superintendent's Office or any member of management.
- When possible, Brandywine Heights Area School District encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve

the problem. Brandywine Heights Area School District recognizes, however, that an individual may prefer to pursue the matter through complaint procedures. Refer to our board policy [104 Discrimination/Title IX Sexual Harassment Affecting Staff](#) for complaint procedures and forms.

- Brandywine Heights Area School District encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.
- Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.
- Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.
- Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.
- Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.
- False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

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

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed 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.

It is the policy of Brandywine Heights Area School District to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our district policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The district will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Brandywine Heights Area School District. Contact the Superintendent's Office with any questions or requests for accommodation.

Employment Relationship

Employee Classification Categories

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Brandywine Heights Area School District.

- **Nonexempt** employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.
- **Exempt** employees are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.
- **Full-Time** is defined as 30 or more scheduled hours per week.
- **Part-Time** is defined as less than 30 scheduled hours per week.

The positions covered by this employee handbook include:

- **Full-Time 12 Month:** Secretary, Custodial Staff & Maintenance Full-Time 10 Month: Secretary, LPN & Food Service Staff (nonexempt)
- **Full-Time 10-Month:** Secretary, Food Service, RN/LPN, Aide (nonexempt)
- **Part-Time 10 Month:** Secretary, Food Service, RN/LPN, Aide & Crossing Guard (nonexempt)
- **Part-Time 12 Month:** Custodial Staff (nonexempt)
- **Part-Time 12 Month:** Secretary (nonexempt)
- **Full-Time 12-Month:** Manager, Specialist and Executive Administrative Assistant (exempt)

Pre-Employment requirements all employees must complete the following prior employment to the district.

- Pre-employment physical, drug screen and evidence of a negative tuberculin test performed by a medical provider and recorded on the School Personnel Health Record form provided by the state of Pennsylvania.
- Background checks as required by the state of Pennsylvania.

Assignments & Transfers

- The initial assignment of personnel at the time of employment shall be approved by the Board upon recommendation of the Superintendent or his designee.
- The Brandywine Heights Area School District will endeavor to maintain as much continuity as possible in the staff at each school. Transfers from one school to another may be made if, in

the opinion of the Superintendent or his designee, such transfer is in the best interests of the School District. Refer to our board policy [309 Assignments & Transfers](#).

Probationary Periods

All employees newly employed by the Brandywine Heights Area School District shall serve on a probationary trial basis during their first sixty (60) working days of employment.

Employees are given every opportunity to learn their new job. New employees are not only expected to demonstrate their best ability and cooperation, but they are also expected to have excellent attendance. A performance review will be conducted to determine that the employee has successfully completed their probationary period. The District may extend the probationary period beyond sixty (60) working days where circumstances warrant. Once a successful performance review has been completed, the employee will be credited any paid personal/sick time due based on initial start date. Note that this paid time may be prorated.

Employees who violate the Brandywine Heights Area School District rules, or who cannot perform at a satisfactory level, may be terminated during this probationary period.

During this probationary period, employees may terminate their employment for cause or no cause at any time, and the District reserves the same right.

Even after the probationary period, employment continues to be governed by this "employment at will" principle and no specific period of employment is guaranteed.

Conduct/Discipline Procedure

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established. Refer to the board policy [317 Conduct/Discipline Procedure](#).

Separation of Employment

Separation of employment within an organization can occur for several reasons:

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Retirement:** Employees who wish to retire are required to notify the Superintendent's Office in writing at least 30 calendar days before the planned retirement date. Eligible School district employees are included in the PSERS retirement system. Any questions or information

regarding PSERS you may visit www.psers.state.pa.us. There is also a toll free number for the PSERS Member Service Center 1- 888-773-7748.

- **Retirement Severance:** Employees serving 10 or more years of service receive \$25 for every unused sick day at a maximum incentive of \$5,000 if providing intent to retire by January 1, or \$15 for every unused sick day at a maximum incentive of \$3,000 if providing intent to retire after January 1.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Superintendent's Office at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
- **Termination:** Employees of Brandywine Heights Area School District are employed on an at-will basis, and the district retains the right to terminate an employee at any time.

The separating employee shall contact Human Resources or the Superintendent's Office as soon as notice is given to schedule an **exit interview**. The interview will be on the employee's last day of work or another day, as mutually agreed on.

Accrued **vacation leave** will be paid in the last paycheck providing that the employee submits a two week written notice. Remaining **personal days** are forfeited.

Health insurance terminates the last day of the month of employment, unless an employee requests immediate termination of benefits. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.

Coverage under the District's Group **Life insurance** plan has a conversion option. Contact the Human Resources Office or use the form posted on the BHASD [Staff Resources](#) page under Payroll/Benefits.

Exit Checklist and Return of Company Property

The separating employee shall contact Human Resources as soon as notice is given to obtain an **exit checklist**. The separating employee is responsible for following the exit checklist procedures and submitting the completed checklist to their immediate supervisor or Human Resources at the end of their last work day.

The separating employee must return all district property at the time of separation, including cell phones, keys, ID cards, computer devices and other technical equipment and. Failure to return some items may result in deductions from the final paycheck.

Rehire

Former employees who left Brandywine Heights Area School District in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Supervisors must obtain approval from the Superintendent or designee prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

Workplace Safety

Drug-Free Workplace

Brandywine Heights Area School District has a longstanding commitment to provide a safe and productive work environment. Refer to our board policy [351 Drug and Substance Abuse](#).

Workplace Bullying

Brandywine Heights Area School District defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.”

The district will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meeting about discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important.

Brandywine Heights Area School District considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

Violence in the Workplace

All employees, parents, students, vendors and community members must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates or coerces another employees, parents, students, vendors and community members will not be tolerated. Brandywine Heights Area School District resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. Brandywine Heights Area School District treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor or another member of Brandywine Heights Area School Districts senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Superintendent's Office of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. Brandywine Heights Area School District will not retaliate against employees making good-faith reports. Brandywine Heights Area School District is committed to supporting victims of intimate partner violence by providing referrals to Brandywine Heights Area School District's employee assistance program (EAP) and community resources and providing time off for reasons related to intimate partner violence.

Brandywine Heights Area School District will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Brandywine Heights Area School District will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Brandywine Heights Area School District may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Brandywine Heights Area School District encourages employees to bring their disputes to the attention of their supervisors or Superintendent before the situation escalates. Brandywine Heights Area School District will not discipline employees for raising such concerns.

Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crises.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow district safety and health guidelines or engaging in conduct that places the employee, client or district property at risk can lead to employee disciplinary action and/or termination.

The Wellness & Safety Committees shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.

Tobacco Use

The state of Pennsylvania Act 27 prohibits smoking or any other tobacco products on all district property including vehicles in order to provide and maintain a safe and healthy work environment for all employees. Employees who violate the tobacco use policy will be subject to disciplinary action up to and including immediate termination. Refer to board policy [323 Tobacco Use](#).

Mandatory Safety Trainings

The district provides annual mandatory safety training sessions for all employees. Trainings may include, but are not limited to the following topics:

- Bloodborne Pathogen Exposure Prevention
- Title IX Compliance: Discrimination and Sexual Harassment
- FERPA: Confidentiality of Records
- Workplace Bullying: Awareness & Prevention
- Pennsylvania Act 126 Child Abuse Recognition and Reporting Training and Educator Discipline Act, Sexual Misconduct and Maintaining Professional Boundaries
- Personal Protective Equipment (PPE)
- Hazard Communication
- Fire Extinguisher Safety
- Ladder Safety
- Material Safety Data Sheets
- Back Injury and Lifting
- Asbestos Awareness

Based on job classifications and job responsibilities additional training may be required to ensure employee and workplace safety. The district must comply with any changes or additions to federal and state laws, so training may vary from year to year.

Workplace Expectations

Confidentiality

Our families, parents, students, and community members entrust the district with important information that may be confidential. All information is considered confidential and will not be disclosed to external parties or to employees without a "need to know." If an employee questions

whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

All inquiries from the media must be referred to their immediate supervisor. All communications with the media comes from the Superintendent.

Conflicts of Interest

Employees may be faced with situations in which actions taken on behalf of Brandywine Heights Area School District may conflict with the employee's own personal interests. Brandywine Area School District property, information or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with Brandywine Heights Area School District.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier or contractor.
- Accepting gifts, discounts, favors or services from a competitor or supplier, unless equally available to all employees.

Employees with a conflict-of-interest question should seek advice from their immediate supervisor.

Attendance and Punctuality

Punctual and reliable attendance is essential to the proper operation of district programs. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Three or more days out sick requires a medical release from their medical provider.

Absences due to serious illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

Due to the necessity to create a safe school environment and ensure the opening and function of school, Maintenance and custodial employees cannot call off work and use vacation days, personal days, or sick days (unless a doctor's note is provided) on weather related days. If an employee calls off during this time, they will not receive paid time off for the day.

Refer to our board policy [318 Penalties for Tardiness](#).

Attire and Grooming

It is important for all employees to project a professional image while at work by being appropriately attired. Brandywine Heights Area School District employees are expected to be neat, clean and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed. Refer to our board policy [325 Dress & Grooming](#).

Uniform Cost Allowance

- Full-time & Part-Time **Food Service** Workers are required to wear non-skid shoes. The full-time and part-time food service employees are eligible for reimbursement up to \$150.00 per year towards uniforms.
- Full-time & Part-Time **Maintenance** Workers are required to wear work boots. These staff members are eligible for reimbursement of up to \$150.00 per year towards uniforms.

Electronic Communication and Acceptable Use

Guidelines have been established for using the Internet, district-provided cell phones and e-mail in an appropriate, ethical and professional manner. Refer to our board policy [815 Acceptable Use of Technology](#).

All employees are expected to check their established School District email accounts at least once a day according to your work schedule. For employees that do not work over the summer, emails must be checked at least once a week. Notifications and correspondence will primarily be communicated via your school email account.

Employee Use of Social Networks

The district recognizes the widespread presence of social networking in personal and professional communications as referenced in board policy [815.1 Employee Use of Social Networks](#). Below are the guidelines for social media use. This applies to all multimedia, social networking websites, blogs and wikis for both professional and personal use. Social media should never be used during your scheduled work time for personal reasons.

Brandywine Heights encourages employees to exchange thoughts and ideas, however the district will not tolerate any unprofessional or bullying behavior that can damage the reputation of the school district, students, employees, applicants, or community members.

Employees may not post any information that is confidential or proprietary about the Brandywine Heights Area School District.

When posting on any social media sites, employees must use the following disclaimer when discussing job-related matters, "The opinions expressed on this site are my own and do not necessarily represent the views of Brandywine Heights Area School District."

Brandywine Heights Area School District may monitor content on the Internet. Violations may result in discipline up to and including termination of employment.

Outside Activities and Posting of Materials

Brandywine Heights Area School District prohibits the solicitation, distribution and posting of materials on or at school property by any employee or nonemployee, except as may be permitted by policy. Refer to our board policy [319 Outside Activities](#).

Employee Personnel Files

Employee files are maintained in the Superintendent's Office and are considered confidential and may not be taken outside the department. Refer to our board policy [324 Personnel Files](#).

School Calendar

The Brandywine Heights Area School District adopts the school calendar before the start of the school year. The Board may change the school calendar during the year if necessary. The school calendar is posted on the Brandywine Heights Area School District website at <https://www.bhasd.org/>.

ID/Card Access/Alarm Access

All employees upon date of hire will receive a school ID card with their photo and access to enter certain buildings. This should be worn at all times during your work day. If you lose your card please report it to your school administrator or secretary immediately for replacement. If lost more than 2 times you will have to pay \$10.00 for the replacement. If needed, an employee will be provided alarm access to activate or deactivate the burglar alarm.

Building Entry/Exit

In order to maintain smooth shift changes, you are permitted to enter your building five (5) minutes before your scheduled start time and leave five (5) minutes after your scheduled end time. The only exception is prior approval from a supervisor for work duties or other work related reasons.

School Closings, Delays Or Early Dismissals

Employee Group	2 or 3 Hour Delay	Early Dismissal	School Closure
12 Month Secretary (full-time) 12 Month Secretary (part-time) (During these closings, delays or early dismissals your supervisor will contact about what time you should report as your regularly scheduled work time may change).	Report no later than 2 hours from normal scheduled start time. Employee will be paid for 2 hours of time missed.	<u>If Superintendent closes offices:</u> Supervisor will indicate when staff are able to leave during an early dismissal. The decision will be generally based upon 1 hour after the dismissal time as long as there is a confirmation that all students are home safely. Employee will be paid for time missed.	There will be a specific announcement as to whether or not the "OFFICES" are open. • If offices are open, employees are expected to report no later than two hours after their usual scheduled time. If an employee will be later than two hours they are to contact their Supervisor. Employee will be paid up to 2 hours of time missed.

10 Month Secretary 12 Month Manager		<u>If Superintendent keeps offices open:</u> Employee will stay for the remainder of their scheduled time for the day or voluntarily leave upon 1 hour after the dismissal time as long as there is a confirmation from the supervisor that all students are home safely. Time missed may be made up during the pay period.	<ul style="list-style-type: none"> • If offices are closed, Secretaries and Managers do not have to report. 12-month secretaries and managers will receive normal pay. <p>10-month secretaries will make up the day when the student day is made up/rescheduled.</p>
10 Month RN/LPN (full-time)	Report no later than 2 hours from scheduled time. Paid for time worked since position is dependent on student attendance.	Supervisor will indicate when staff are able to leave during an early dismissal. The decision will be generally based upon 1 hour after the dismissal time as long as there is a confirmation that all students are home safely. Paid only for time worked since position is dependent on student attendance.	If School is "Closed" for Students, DO NOT report. The scheduled day will be made up when the student day is made up/rescheduled.
10 Month RN/LPN (part-time)	Schedule dependent on individual's scheduled report time - adjustments are to be made by supervisor to ensure present during student attendance - paid for time worked.	Supervisor will indicate when staff are able to leave during an early dismissal. The decision will be generally based upon 1 hour after the dismissal time as long as there is a confirmation that all students are home safely. Paid only for time worked since position is dependent on student attendance.	If School is "Closed" for Students, DO NOT report. The scheduled day will be made up when the student day is made up/rescheduled.
Food Service	During these closings, delays or early dismissals your supervisor will contact about what time you should report as your regularly scheduled work time may change.		If School is "Closed" for Students, DO NOT report. The scheduled day will be made up when the student day is made up/rescheduled.
Library Aides Recess/Café Aides Office Aides	Schedule dependent on individual's scheduled report time - adjustments are to be made by supervisor to ensure present during student attendance - paid for time worked	May leave after the departure of the last school bus unless otherwise instructed by their supervisor. Paid for time worked since position is dependent on student attendance.	If School is "Closed" for Students, DO NOT report. The scheduled day will be made up when the student day is made up/rescheduled.
Maintenance/ Custodians	Unless directed specifically by the Superintendent, it is essential that maintenance and custodial employees report to work during weather related/emergency school closings, delays or early		

	dismissals. Use of unscheduled sick, emergency, personal and vacation days is prohibited during a weather related emergency. Sick days will be only accepted if the employee has a valid doctor's excuse for that day or days. During these closings, delays or early dismissals, all employees should report to work for their normal shifts unless notified of an alternate work schedule by a supervisor or administrator.
All rules above apply as stated in this handbook, unless directed specifically by the Superintendent.	

Compensation

Performance and Salary Review

Performance reviews are conducted before June 30th of each year. The performance appraisal will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. Performance review forms will be retained in the employee's personnel file. The School Board of Directors determine and approve increases on an annual basis. Refer to our board policy [313 Evaluation of Employees](#).

Payment of Wages

Wages are paid biweekly, typically every other Friday, via direct deposit. Employee direct deposit vouchers will be made available to employees. Employees may choose to have funds deposited in up to two accounts at financial institutions of their choice.

The district will allow an employee with good cause to opt-out of direct deposit. Examples of good cause include; legal disputes, court proceedings, identity theft issues, and court ordered support payments.

If the normal payday falls on a district recognized holiday, pay will be deposited one workday before the holiday.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Business Office.

The employee may also elect to participate in the following voluntary deductions 403 b, United Way, or Flex Spending 125 plan.

Time Reporting

A work hour is any hour of the day that is worked and should be rounded to the nearest quarter hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Saturday and ending on Friday. The usual work week period is 40 hours.

Frontline Time and Attendance (formerly Veritime) and Absence Management (formerly AESOP) are the automated time & absence management systems used by the district. We have two methods of recording employee's time. Absence Management is used to record employee's absences such as vacation, personal, bereavement, and jury duty. Time and Attendance is used to record time worked. Employee's either punch in/out every day at a designated Kiosk or record and submit their timesheets weekly. The two systems work together to maintain an accurate daily record of employee hours. Absences scheduled in Absence Management will automatically transfer to the employee's Time and Attendance record. You will receive an email from the payroll department with your Username and Password for Frontline systems, so that you can start becoming familiar with this process. For help online on how to enter absences visit <https://help.frontlineeducation.com/hc/en-us>.

Overtime, Compensatory & Flextime (non-exempt)

Overtime: Non-Exempt employees who exceed 40 hours of time worked in a workweek will be paid time and one half (1 ½). Overtime is defined as hours worked by an hourly or nonexempt employee in excess of 40 hours of work time in a workweek and should be recorded to the nearest quarter of an hour. Overtime is not permitted without prior approval of their supervisor.

Whenever possible, overtime is voluntary; however, in certain situations overtime may be mandatory. Paid leave, such as holiday, sick or vacation pay, is not included in the calculation of overtime.

The workweek begins at 12:00 a.m. on Saturday morning and ends at 11:59 p.m. on Friday night.

Employees will receive their hourly rate for weekend work, unless hours of work exceed 40 per week, then overtime provisions will apply.

Employees will receive 1 ½ time for hours worked on a holiday.

If an employee temporarily covers a higher job classification for an extended period of time, greater than 5 consecutive days, they will receive an extra \$.50 per hour for the hours worked in the higher job classification

Compensatory: Compensatory time off is an alternative overtime payment for hours worked over 40 hours. It is for non-exempt employees at a rate of one and one-half hours for each hour of overtime worked at some time after the work week. Compensatory time must be approved in advance as overtime with prior approval from a supervisor.

Flextime: Flextime is a scheduling arrangement that permits variations in an employee's starting and ending time, but will not exceed the total amount of 40 hours worked in a pay week. Flextime is not permitted without prior approval of their supervisor and cannot unduly disrupt daily operations. Example: (Employee works 10 hours on a Monday and on a Wednesday will leave 2 hours early in the same pay week. At the end of the pay week, total time will not exceed 40 hours worked.)

Meal/Rest Periods

The scheduling of meal/rest periods at Brandywine Heights Area School District is set by the employee's immediate supervisor with the goal of providing the least possible disruption to district operations.

Mandatory Meal Period

Employee meal periods are important to district productivity and employee health. Employees who work at least 6 consecutive hours shall have a paid meal break not to exceed 30 minutes. The meal period will be included in the total hours of work per day and is paid.

Rest Breaks

Full-time employees scheduled 8 hours per day are permitted one 10-minute rest break for each four hours of work.

Employees scheduled 4 or more, but less than 8 hours per day are permitted (1) 10-minute rest break. Rest breaks are not required to clock in and clock out because this time is considered "time worked" and is compensable.

Hours in Work Day	Paid Rest Break	Paid Meal Break
4 to 6 hours	(1) 10 minutes	none
6 to 8 hours	(1) 10 minutes for every 4 hours worked	(1) 30 minutes

Impermissible Use of Meal Period and/or Rest Breaks

Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period. Also, meal period and/or rest breaks may not be taken in the first or last hour of scheduled shift.

Employee Travel and Reimbursement

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the school district provided that they had prior approval by their supervisor.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit a Travel Expense Voucher and supporting documentation to obtain reimbursement of expenses. Employees

covered under this handbook will be paid for travel time in accordance with federal and state wage payment laws. The Travel Expense Voucher can be found on the BHASD [Staff Resources](#) webpage.

Time Off/Leaves Of Absence

Holiday Pay

Brandywine Heights Area School District recognizes paid holidays each year for the following groups:

Full-Time 12 Month: Secretary, Custodial Staff & Maintenance	New Year's Eve* New Year's Day* Spring Break Thursday (Only off if not used for snow make up days) Good Friday Easter Monday (Only off if not used for snow make up days) Memorial Day Independence Day Labor Day Thanksgiving Day Thanksgiving Friday Thanksgiving Monday Christmas Eve* Christmas Day* Day After Christmas*
Full-Time 10 Month: Secretary	New Year's Day* Good Friday Memorial Day Thanksgiving Day Thanksgiving Friday Christmas Day*
Full-Time 10 Month: RN/LPN, Library Aide, & Food Service Staff	Thanksgiving Friday
Part-Time 10 Month: Secretary, Food Service Staff, Aide & Crossing Guard	Thanksgiving Friday
Part-Time 12 Month: Custodial & Secretary	New Year's Eve* New Year's Day* Spring Break Thursday (Only off if not used for snow make up days) Good Friday Easter Monday (Only off if not used for snow make up days) Memorial Day Independence Day Labor Day Thanksgiving Day Thanksgiving Friday Thanksgiving Monday

	Christmas Eve* Christmas Day* Day After Christmas
Full-Time 12-Month Manager	New Year's Eve* New Year's Day* Spring Break Thursday (<i>Only off if not used for snow make up days</i>) Good Friday Easter Monday (<i>Only off if not used for snow make up days</i>) Memorial Day Independence Day Labor Day Thanksgiving Day Thanksgiving Friday Thanksgiving Monday Christmas Eve* Christmas Day* Remaining Days Scheduled Off during Winter Break based on school calendar (normally Christmas Eve, day after Christmas and New Year's Eve)*
*Holidays may vary due to the day of the week in which they fall. *Holiday paid time off will not be paid if employee is out on unpaid leave such as FMLA, W/C, Unpaid Leave, etc.	

Vacation (12 Month Positions Only)

Employees in 12 month positions are granted vacation days to beginning July 1st of a school year.

Vacation days earned during the current school year must be used by June 30th of the following year.

- **Support Staff:** Five (5) vacation days may carry over past June 30th of each school year. The five (5) carry over days must be used by July 31st. All carry over vacation days not taken by the July 31st deadline will be converted to sick days to be accrued.
- **Manager Staff:** Ten (10) vacation days may carry over past June 30th of each school year. The ten (10) carry over days must be used by November 30. All carry over vacation days not taken by the November 30 deadline will be converted to sick days to be accrued.

Vacations are NOT permitted the first week or last week of school and must be scheduled in Absence Management at least one week in advance.

There may be additional times during the year that an employee cannot schedule time off due to projects that are time sensitive. All vacation requests require supervisor's prior approval.

Vacation days earned are based solely on the time worked in a position eligible for vacation.

Vacation is awarded according to the schedules below:

Full-Time/Part-Time 12 Month: Secretary, Custodian, Maintenance & Manager

New Employee - Date of Hire through end of Probationary Period = 0 days

After Probation period = Vacation days will be prorated based on hire date;

Years 0-5 = 10 days

Years 6-15 = 15 days

Years 16 + = 20 days

For more help online on how to enter absences visit <https://help.frontlineeducation.com/hc/en-us>.

Floating Holiday

All full-time, regular employees will receive one (1) floating holiday per year in addition to BHASD's regular paid holidays. This floating holiday may be used on a workday scheduled on the day before or after the following list of holidays for their classification.

The floating holiday will be available at the beginning of each fiscal year, July 1 - June 30. Employees must specify the event for which they are requesting to use a floating holiday. The request must be scheduled in Absence Management and approved in advance by the employee's immediate supervisor. Floating holidays will not be carried over to the next year, nor may they be cashed out if not taken or paid upon termination of employment.

Personal Days

Each employee will receive 1 personal day per year up to 10 years of service and 2 personal days per year at 11 + years of service with Brandywine Heights Area School District.

Personal days may be carried over from year to year however, an employee may only use 3 personal days maximum per year (July 1st - June 30th) unless approved by the superintendent.

A request must be submitted via Absence Management at least one week prior to the date being requested and must be approved by the immediate supervisor and the superintendent. When scheduling personal days it is mandatory that the employee use Absence Management.

No personal days are granted if hired within the last 90 days of school.

Manager Staff: At retirement with at least ten (10) years of service in the Brandywine Heights Area School District, earned unused personal days to a maximum of 5 days, will be paid at per diem rate into employee's 403b plan.

Sick Leave/Emergency

Sick leave will be cumulative from year to year without limitation. First year of service will be prorated from employment date to June 30th. Sick leave may be used for an employee's illness, family member illness, or in the case of an emergency. When calling off work sick, it is mandatory that the employee use Absence Management to report the absence.

Three (3) or more consecutive absences out sick, the employee must provide medical documentation to return to work.

Employees that are out sick for an extended period of time, more than 10 consecutive days, will be required to provide the Superintendent's Office with medical documentation to return to work with no restrictions.

To be compensated for a sick day taken before or after the holiday or scheduled vacation, a doctor's note is necessary.

Sick leave of 10 or more consecutive days will be counted toward FMLA leave

Maintenance and custodial employees cannot report off work during weather related school closings, delays or early dismissals unless directed specifically by the Superintendent not to report in. Use of unscheduled sick, emergency, personal and vacation is prohibited during a weather related emergency. Sick days will only be accepted if the employee has a valid doctor's excuse for that day or days. During these closings, delays or early dismissals, all employees will report to work for their normal shifts unless notified of an alternative work schedule by a supervisor or administrator.

Sick Leave amounts per year are as follows:

Full-Time 12 Month: Secretary, Custodial, Maintenance & Manager Staff	12 days per year/ cumulative without limit
Part-Time 12 Month: Custodial & Secretary	6 days per year/ cumulative without limit
Full-Time 10 Month: Secretary	10 days per year/ cumulative without limit
Full-Time 10 Month: Food Service Staff & LPN	8 days per year/ cumulative without limit
Part-Time 10 Month: Secretary, Food Service Staff, Aides, LPN, Crossing Guards	4 days per year/ cumulative without limit
Part-time 10 Month employees who work fewer days than the student schedule and less than three hours per day, are not eligible for paid leave.	

Retirement Severance: Support Staff and Managers serving 10 or more years of service receive \$25 for every unused sick day at a maximum incentive of \$5,000 if providing intent to retire by January 1, or \$15 for every unused sick day at a maximum incentive of \$3,000 if providing intent to retire after January 1. No cash option. Employer contributions will be made to the employee's 403b account.

Family and Medical Leave Act

Upon hire, Brandywine Heights Area School District provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities Under the Family and Medical Act .

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. An employee is required to use accrued paid leave such as sick, vacation or personal days during the time out for approved FMLA. All accrued paid vacation, personal and sick leave runs concurrently with approved FMLA leave. While an employee is on leave, the district will continue the employee's health benefits during the leave period at the same level and under the same

conditions as if the employee had continued work. If the employee has exhausted paid leave, the employee must pay the employee portion of their medical insurance.

If you have any questions with this policy contact the Human Resources Office.

Unpaid Personal Necessity Leave

This policy shall provide for a support employee's absence for personal necessity when not otherwise covered by policy. Must be entered into Absence Management and a note to the administrator is required. Refer to our board policy [336 Personal Necessity Leave](#).

Bereavement Leave

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately. Bereavement leave will be granted unless there are unusual business needs or staffing requirements.

Whenever an employee shall be absent from duty because of a death in the immediate family of said employee, there shall be no deduction in salary of said employee for an absence not in excess of three (3) work days. The Board of School Directors may extend the period of absence with pay in its discretion as the case may warrant.

Members of the immediate family shall be defined as; father, mother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household, or any person with whom the employee has made his home. Step relatives will be recognized for this leave of absence.

Where an employee is absent because of the death of a near relative, there shall be no deduction in the salary of said employee for an absence not in excess of one (1) work day on the day of the funeral. The Board of School Directors may extend the period of absence with pay in its discretion as the case may warrant.

A near relative shall be defined as; 1st cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law. The only exception would be if the employee needed to take one day for funeral arrangements prior to the funeral of the family member.

Jury Duty

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their immediate supervisor and Superintendent. Refer to our board policy [342 Jury Duty](#).

Military Leave of Absence

Brandywine Heights Area School District is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the district's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that

person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of district policy, the employee should immediately contact the Human Resources Office.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact the Human Resources Office to request leave as soon as they are aware of the need for leave.

Lactation/Breastfeeding

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. Brandywine Heights Area School District has designated the room located in the nurse's office of each building for this purpose. A small refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Nursing mothers wishing to use this room must request/reserve the room by contacting your building secretary. Additional rules for use of the room and refrigerator storage are posted in the room. Employees who work off-site or in other locations will be accommodated with a private area as necessary. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

Benefits

Medical, Vision and Dental Insurance

The Brandywine Heights Area School District currently offers regular full-time employee's medical coverage through Blue Cross and medical opt-out for 40% of district savings from benefit offered to no coverage. Open enrollment for Medical Coverage is at the end of every fiscal year and those changes are effective July 1st, the beginning of the new fiscal year.

Employees hired before June 30, 2014 that had coverage or opt-out are grandfathered and may continue their benefits.

For more information regarding benefits programs, refer to the District's Summary Plan Descriptions, which were provided to employees upon hire or available on the BHASD [Staff Resources](#) page under Payroll/Benefits.

Dental coverage is through United Concordia and is paid 100% by the district for the qualifying employee ONLY. Employee has the option to "buy up" 2-party or family coverage at their expense. Open enrollment is at the end of every calendar year and changes are effective January 1st of the New Year.

Vision coverage is through NVA (National Vision Administrators) and is paid 100% by the district for the qualifying employee ONLY. Employee has the option to "buy up" 2-party or family coverage at their expense. Open enrollment for Vision Coverage is bi-annually and those changes are effective July 1st.

Medical, Dental and Vision coverage's/premiums and Opt-out amounts may vary year to year, so be sure to check open enrollment material.

Full-Time 12 Month: Secretary, Custodial Staff & Maintenance

Medical Coverage: Single coverage, with the option to buy up 2-party or family coverage at COBRA rate at their expense

Medical Premium: Employees are responsible to contribute a percentage towards their medical premiums. That percentage will be subject to change on an annual basis.

Medical Opt-out: 40% of savings

Full-Time 10 Month: Secretary

Medical Coverage: Single coverage, with the option to buy up 2-party or family coverage at COBRA rate at their expense

Medical Premium: Employees are responsible to contribute a percentage towards their medical premiums. That percentage will be subject to change on an annual basis.

Medical Opt-out: 40% of savings

Full-Time 10 Month LPN & Food Staff

Medical Coverage: Single coverage, with the option to buy up 2-party or family coverage at COBRA rate at their expense

Medical Premium: Employees are responsible to contribute a percentage towards their medical premiums. That percentage will be subject to change on an annual basis

Medical Opt-out: 40% of savings

Full-Time 12 Month: Manager Staff

Medical Coverage: Single, 2-party or family coverage.

Medical Premium: Employees are responsible to contribute a percentage towards their medical premiums. That percentage will be subject to change on an annual basis.

Medical Opt-out: 40% of savings

**Insurance terms and conditions are contingent upon the insurance company and are susceptible to change. These changes are beyond District control.*

Flexible Spending Account (Act 125 Plan)

As part of the Brandywine Heights Area School District Flexible Benefits Plan, we currently offer an employee- funded flexible spending account (FSA) to regular full-time employees. Plan participants may elect an annual amount of flexible dollars to pay for eligible health care expenses, including medical or dental insurance deductibles, copayments, and out-of-pocket costs for vision care and other types of care.

For more information regarding this benefit program, please refer to the district's Summary Plan Descriptions, which was provided to employees upon hire.

Group Life Insurance

The Brandywine Heights Area School District currently offers regular full-time employees Group Life Insurance. Each active, full-time employee is eligible for benefits. The waiting period for benefits are 90 days of continuous employment and the amount for basic life is \$45,000. Employees at the age of 65 and older the amount of life insurance is subject to automating reduction to 65% for ages 65-69, 40% for ages 70-74, and 25% for ages 75 and older.

Coverage under the District's Group Life insurance plan has a conversion option. Contact the Human Resources Office or use the form posted on the BHASD [Staff Resources](#) page under Payroll/Benefits.

Long Term Disability

For Full-Time 12 month Support Staff, the Brandywine Heights Area School District shall pay 100% of the premium cost for the plan provided and 60% of employee's wages.

403(b) Plan

The Brandywine Heights Area School District offers a voluntary no pre-tax (Roth) & pre-tax salary reduction plan in which regular full-time employees may elect to participate beginning with the first payroll period administratively feasible after employment. For further details about Brandywine Heights Area School District's approved provider list click the following link <http://www.tsacq.com/>.

Workers' Compensation Benefits

The district is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must immediately notify their department supervisor. After notifying the immediate supervisor, the employee will be given a W/C packet that will instruct further on what to do next. It is crucial to follow the instructions properly to ensure an accurate and timely claim.

Tuition Assistance

Credit reimbursement to enhance job skills is available if pre-approved by the Superintendent.

- **Full-Time 12-Month and 10-Month Support Staff:** Full tuition reimbursement limited to 6 credits per year at the Kutztown University rate.
- **Full-Time 12-Month Manager Staff:** 100% tuition reimbursement at a maximum of 6 credit limit per year subject to budget limitations.

The following guidelines are to be followed:

- All courses must be pre-approved by the Superintendent and are subject to budget limitations.
- Courses must be college credit courses and do not include district training or professional development courses.
- Proof of payment and a minimum grade of “B” or “pass” is required to receive reimbursement.
- Courses must be relative to job functions at the school district and for future school district growth. Job-function is defined as (1) an educational program providing training that supports or expands their knowledge of their current position; or (2) a program to provide improved skills in areas of job responsibility that are developing to meet changing demands.
 - **Support Staff** must remain at the school district for 1 year or will be responsible for the following repayment schedule below.
 - 1st ½ year- 100% reimbursement
 - 2nd ½ year- 50% reimbursement
 - **Manager Staff** must remain in employment at BHASD for one full year or refund 100% of the reimbursement.

Any questions or comments should be directed to the Human Resources or Superintendent’s Office.

Employee Assistance Program (EAP) QUEST

Through the employee assistance program (EAP), Brandywine Heights Area School District provides confidential access to professional counseling services.

The EAP, available to all employees and their immediate family members offers the following:

- 24/7 telephone access to call center staff & licensed clinical staff
- Compliance with HIPPA guidelines for complete confidentiality
- Entitled to received three face to face counseling sessions yearly per family member
- Access to a provider network of over 1,400 licensed professionals at www.questbh.com/employees/find-a-provider
- Access to services across the country through our national network
- No cost, no deductibles, no claims forms to access benefits

- Website access to regional provider network, employee newsletters and library of articles on various mental health/substance abuse topics

They also provide several Work-Life Services for Employees & their Dependents such as:

- Legal and financial information, advice, support via secure website and telephone consultations with professionals
- Essentials of Daily Life Management including on-line Solution Centers and assessment tools
- Elder care support services providing information and resources to help employees deal with the care and support of aging family members

This service is provided on behalf of the Brandywine Heights Area School District by Quest. The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee. Feel free to call with any questions about your EAP benefits at 1-800-364-6352 or visit the website www.questeap.com.

Employee Access Center (EAC)

- The Employee Access Center is a secure web location where employees can easily review Basic Demographic information, Direct Deposit Pay Voucher, Deductions, Pay history and W2's.
- Your current pay rate and all Direct Deposit Pay Vouchers as well as other pertinent notifications and information will be found on the EAC.
- Login credentials to EAC are provided to each employee upon hire and system updates are announced via email. For more information, please contact the Human Resources Specialist.

We appreciate your willingness to be an integral part of the Brandywine Heights Area School District as we strive to create the best educational learning environment for all our students!

Support Staff & Manager Staff Employee Handbook Acknowledgment and Receipt

I have received the Employee Handbook, and I understand that it is my responsibility to read and comply with the policies and practices contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date