

Saucon Valley School District
Hellertown, PA

COMPENSATION AND BENEFITS PLAN FOR THE

ADMINISTRATORS & SUPERVISORS
of the
SAUCON VALLEY SCHOOL DISTRICT

Effective
July 1, 2022 to June 30, 2025

COMPENSATION AND BENEFITS PLAN
SAUCON VALLEY SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

and the

ADMINISTRATORS and SUPERVISORS
of the SAUCON VALLEY SCHOOL DISTRICT

July 1, 2022 to June 30, 2025

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Administrator Compensation Plan

The Board of School Directors of the Saucon Valley School District adopts the following Administrator Compensation Plan pursuant to Section 1164 of the "Public School Code of 1949", as amended, 24 P.S. {11-1164, ("Act 93"). The Board recognizes the importance of maintaining an effective management team to strengthen the administrative and educational programs of the District, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the team.

I. TERM OF COMPENSATION PLAN

This plan is effective July 1, 2022 and shall continue in effect until June 30, 2025.

II. DEFINITIONS

For the purposes of the Plan only, the term "Administrator" shall include the following positions, which may be subject to change from time to time as may be approved by the Board of School Directors:

- A. Administration / Professional Positions
 - Elementary Principals
 - Secondary Principals
 - Assistant Principals
 - Director of Special Education
 - Director of Curriculum, Instruction, and Educational Technology
 - Assistant Business Manager
- B. Support Services Administrative Positions
 - Supervisor of Campus Operations
 - Supervisor of Technology
 - Athletic Director
 - Food Service Coordinator
 - District Data/PIMS Coordinator
 - Business Department Accountant
- C. Other Positions as May Be Established by the Board of School Directors during the Term of this Plan.

III. COMPENSATION PLAN

SEE Appendix "B" attached hereto.

IV. FRINGE BENEFITS

The District shall provide fringe benefits as outlined in Appendix "A".

V. DISTRICT RESERVATION OF RIGHTS

Nothing contained in this Plan is intended or shall be construed as guaranteeing any Administrator that he/she will continue in his/her current job assignment through the term of this Plan or thereafter. The District reserves all managerial rights granted by the Public School Code, including, without limitation, the right to furlough, suspend, demote, discharge or remove any of its Administrators or to otherwise establish, reassign or abolish administrative job assignments and/or positions consistent with the Public School Code.

VI. REOPENER CLAUSE

In any year during the term of the Compensation and Benefits Plan, the District reserves the right to reopen the Compensation and Benefits Plan.

APPENDIX A
Fringe Benefit Guide
for
Professional Administrative Positions

FRINGE BENEFITS

The Saucon Valley Board of School Directors grants to all Administrators all fringe benefits as contracted with the professional personnel. Specifically, those fringe benefits are as follows:

A. Payroll Deductions For:

1. United Fund
2. Tax Sheltered Annuities
3. Payroll Savings/Checking
4. Savings Bonds

B. Healthcare Coverage and Prescription Plan

The District must provide written information to all employees regarding all health care programs offered by the District.

The Saucon Valley School District shall make available two PPO plan options for District employees in accordance with the following provisions.

From July 1, 2022 through December 31, 2022:

The PPO Plan 1 whose plan design is attached at Appendix "C" to this Agreement shall be made available with employees contributing 10% of the total cost of the annual premium in 2022-2023.

The PPO Plan 2 whose plan design is attached at Appendix "C" to this Agreement shall be made available with employees contributing 3% of the total cost of the annual premium in 2022-2023.

For all employees hired on or after July 1, 2021, the only plan available to participate in shall be the PPO Plan 2.

The current Healthcare Plan & Prescription Drug Plan Designs shall sunset on 12/31/2022.

Effective January 1, 2023,

The PPO Plan 1 (Option 1) whose plan design is attached at Appendix "D" to this Agreement shall be made available with employees contributing 11% of the total cost of

the annual premium in 2022-2023; 12% of the total cost of the annual premium in 2023-2024; and 13% of the total cost of the annual premium in 2024-2025.

The PPO Plan 2 (Option 2) whose plan design is attached at Appendix "D" to this Agreement shall be made available with employees contributing 3% of the total cost of the annual premium in 2022-2023; 4% of the total cost of the annual premium in 2023-2024; and 5% of the total cost of the annual premium in 2024-2025.

Notwithstanding the contributions listed above, to the extent the total employee costs to annual premiums change under the Saucon Valley Educational Support Professionals contract, those changes shall be reflected herein

The total cost of the annual premium shall be the equivalent of the COBRA amounts in a given year without the administrative fees for the plan and level of healthcare elected by the employee.

For the 2022-2023, 2023-2024 and 2024-2025 school years, in the event the healthcare changes for the Saucon Valley Educational Support Professionals are better than what are provided herein, that plan shall be effective for this group. Healthcare shall include, but not be limited to premium contributions to healthcare and prescription drug plans and co-pay, plan designs and co-pays, deductibles, in-network and out of network coverages, vision and dental premiums, co-pays, etc.

Prescription Drug Plan and Contributions

From July 1, 2022 through December 31, 2022, see Appendix "C" which outlines the contributions for the prescription drug plan.

Effective January 1, 2023, see Appendix "D" which outlines the contributions for the prescription drug plan.

Restricted Generic Substitution: If a generic is available and the member wants a brand, the member will pay the brand (either preferred or non-preferred) copay plus the difference in the cost between generic and brand. However, if the member's doctor writes the script for "dispense as written" (DAW) then the patient only pays the preferred or non-preferred brand copay.

(a) Section 125 Plan

Establish a voluntary individual Spending Account for **Medical Care and Dependent Care**.

(b) Cost-Containment Provisions: The following provisions have been agreed to for the purpose of assisting the District in containing the cost of providing medical benefits to its employees and limiting the future increases in those costs.

(1) Full-time employees who are enrolled in family coverage under the District's medical plan and who are willing to discontinue that coverage at the start of any school year shall receive a one-time bonus payment of \$1,000 at the time of such discontinuance in consideration of the cost savings to the District. New employees eligible for enrollment in family coverage and who are willing to forego such coverage shall also be eligible for the bonus payment. To be eligible for the bonus payment, the dis-enrollment must be for a minimum of one (1) year. If such employees later wish to re-enroll in a District-paid medical plan they may do so under the condition that they contribute twenty-five percent (25%) of the total cost of the COBRA rate for the first twelve (12) months of their re-enrollment.

An employee who has re-enrolled and made the contribution for one (1) year becomes eligible to again discontinue coverage and receive an additional \$1,000 at the time of discontinuance. In the event an employee enrolled in single coverage is willing to discontinue that coverage under the terms similar to the above, a proportionate bonus payment based on the relative premium costs will be made. Employees receiving a bonus who terminate employment with the District in less than one (1) year shall have deducted from final salary payments a pro rata portion of the bonus.

(2) Employees who must re-enroll or newly enroll in the District's medical plan prior to a full year of dis-enrollment due to loss of alternative medical coverage or other emergency circumstances may do so, subject only to limitations imposed by the medical insurance plan or carrier, and provided that the employee shall return to the District the pro rata portion of the bonus payment corresponding to the balance of the original year of dis-enrollment.

(3) Because the purpose of the bonus payment is cost containment, employees will not be permitted to upgrade their medical coverage to family coverage at District expense for the purpose of subsequently discontinuing that coverage to receive a bonus payment. Any employee who commences family coverage on or after September 1, 1991 and who subsequently seeks a bonus payment for discontinuing that coverage shall not automatically be entitled to the bonus but shall have the burden of proving a bona fide change in circumstances subsequent to the upgrade which justifies the discontinuance.

Precise terms and conditions of all group insurance benefits shall be described by the master plan or master contract issued by the carrier.

(c) **Excise Tax Language.**

During the term of this Plan, or at any time after its expiration date until such time as a new Plan is implemented, should the premium for any medical plan (in combination with the prescription plan and any Board-provided flexible spending accounts) offered pursuant to the Plan exceed the threshold amounts as stated in the Patient Protection and Affordable Care Act (or any applicable federal or state legislation enacted hereinafter) so as to subject the medical plan or plans to excise taxes, taxes, or

penalties as the result of the combined plans exceeding the thresholds, the issue will be addressed as follows:

(1) The District shall notify the Act 93 Employees that the health benefit plan or plans that are offered pursuant to the Plan will be subject or will likely be subject to the above-referenced tax or fee;

(2) Employees who are enrolled in a health benefit plan or plans that are offered pursuant to this Plan that will be subject to the above-referenced tax or fee will be entitled to receive the richest plan offered by the District that would not be subject to the tax or the fee. Existing Employee premium share shall apply on the same basis as the premium share defined for those plans currently in place covered by this Plan.

(3) If all of the health benefit plans offered by the District would be subject to the tax or the fee, the District shall notify the Act 93 Employees that the health benefit plan or plans that are offered pursuant to this Plan will be subject to the above-referenced tax or fee and what it intends to do to eliminate the tax or fee;

(4) The Act 93 Employees will have up to 30 calendar days from the date of such notice to meet and discuss with the Board on addressing the issue of health benefit plan design changes or increased premium share;

(5) If the Board elects to adopt any of the suggestions made by the Act 93 Employees during this 30-day time period, that adoption shall become part of the Plan and will supersede any inconsistent provisions.

(6) If the Board does not adopt any of the Act 93 Employees' suggestions within the 30 calendar day period referenced in subsection 4., all Employees enrolled in the health benefit plan or plans subject to the tax or fee shall no longer be entitled to remain in the health benefit plan or plans that are subject to the tax or fee and would be entitled to receive the richest plan offered by the exchange/marketplace that would not be subject to the tax or fee. Notwithstanding the foregoing, existing Employee premium share shall apply on the same basis as the least rich eliminated health benefit plan.

(d) **Spousal Coordination of Benefits**

Effective for all Employees in the 2020-2021 school year and each subsequent year thereafter, spousal coverage under the District healthcare program shall be extended to an employee's spouse only in the event the Employee's spouse's employer does not provide healthcare insurance.

C. Dental Coverage

The District shall purchase the Dental Service Plan of Delta Dental of Pennsylvania for each Administrator and his/her family. Coverage for spouses shall not be available if a spouse is eligible for dental coverage on his/her employer's plan. Maximum of \$2000.00 per year as per the Professional contract. Administrators plan will be same dental plan as provided to the Saucon Valley Education Association members under their Collective Bargaining Agreement.

The District retains the right to select insurance carriers for other dental insurance programs pursuant to its own policy and/or any mutuality of agreement existing between the District and its Administrators.

D. Vision Care

Administrators shall be entitled to participate in a vision care plan, if any, provided to the professional employees of the Saucon Valley Education Association under the Collective Bargaining Agreement. This provision is subject to change to the extent such coverage changes under the Collective Bargaining Agreement with the teachers. Spouses of administrators shall only be eligible under this section if vision care is not otherwise provided by their employer.

E. Retirement Benefits

(1) Saucon Valley School District shall pay to those Administrators retiring from the District, who have been employed in the District for at least ten (10) years, the sum of money provided by applying the following schedule: **UNUSED SICK LEAVE DAYS - \$50.00 per day.** In the event the dollar amount is less than \$1,000 in a payout for the sick days, the money shall be paid directly to the Employee with the appropriate tax withholdings. In the event the dollar amount is more than \$1,000, the money will be placed in a 403(b) account.

(2) In case of the death of any Administrator of the District, the payment provided above shall be made to the estate of the deceased Administrator.

(3) Retirement Healthcare

For a retiring full-time employee who has worked a minimum of ten (10) years in an administrative position in the District and must be 55 years of age at retirement and who provides the Employer with a letter by July 1, 2022 of their intent to retire no later than August 23, 2022, the employer will pay for individual medical insurance and dental benefits, not to include vision insurance, until the age of 65 or for a maximum of six (6) years following the date of retirement, whichever is sooner. If this age requirement is declared to be in violation of ADEA by any court of competent jurisdiction, the parties agree that the age requirement shall become null and void and shall immediately be replaced by the phrase "for six (6) years following the date of retirement". Payment to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the employee elects

to retire. The retired administrator may continue to pay for spouse or family benefits at their own expense if an administrator has not reached the age of Medicare benefits eligibility at the end of the six-year time frame, he/she has the option to contribute the full monthly premium for medical and/or dental coverage at their own expense. Employees shall be obligated to pay a co-pay of \$100.00 per month for health insurance coverage. This co-pay and any additional monthly amounts resulting from any premium increase and payments due to spousal insurance shall be paid to the business office on or before the tenth of the month preceding the month that the premium is due. Failure of the retired employee to pay additional amounts due will result in immediate and permanent termination of the health insurance coverage. This provision will sunset on August 23, 2022. Any Employee who retires after August 23, 2022 will not be entitled to this retirement benefit.

Administrators will be offered Class A - \$10,000 Flat Life Insurance. Benefits would be reduced 35% at age 65 and 50% of the benefit at age 70.

Payments to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the employee elects to retire. The employee may also purchase health insurance coverage for his/her spouse at the District group rate upon notifying the District of such an election and paying the first month's premium to the Business Manager one (1) month prior to the employee's date of retirement.

The District shall be entitled to any contribution received by the retiree from the Commonwealth of Pennsylvania toward payment of its obligation unless the employee needs such contribution to avoid a co-payment. Additional monthly amounts resulting from any premium increase and payments due for spousal insurance shall be paid by the retired employee to the Business Manager on or before the tenth (10th) of the month preceding the month that the premium is due. Notice of any premium increase will be provided to the retired employee at his/her last known address indicated in the District's records, as furnished by the retiring employee. Failure of the retired employee to pay any additional amounts due will result in the immediate and permanent termination of health insurance coverage.

In lieu of receiving contributions toward the purchase of health insurance as listed above, an employee shall have the right to elect a retirement bonus of the current cost of the District's obligation to provide health care payments, provided that such a bonus election shall be made within 30 days of retirement and shall not exceed \$10,000. Accordingly, if an employee opts out of the benefit above, whatever costs would have been the obligation of the District under the benefit above, the District would payout that obligation, not to exceed \$10,000 per year. These early retirement bonus installments will be made to the retiree on July 1 of each year following retirement until the District's retirement obligation is discharged. The bonus installment funds shall be deposited exclusively into an employer sponsored 403(B) plan.

Eligibility Requirements

- a. The individual must be an Administrator with the Saucon Valley School District on the date on which retirement is elected.
- b. The Administrator must be 55 years of age or older and have been employed by the District for a period of fifteen (15) years, or for ten (10) years in an administrative position in the district.
- c. The Administrator must notify the District of his/her intention to retire in writing no less than six (6) months prior to the retirement date. (Example: no later than December 31 of the year preceding the anticipated date of retirement, said date of retirement to be scheduled for June 30.)

Limitation:

There is no limitation on the number of Administrators to be retired in any one year.

F. Insurance

(a) **Income Protection** – The Saucon Valley School District shall provide for each eligible Administrator an integrated health benefit based on the applicable time period noted below in this paragraph and an income protection plan. The income protection plan shall provide for an income of fifty percent (50%) of the then current monthly income to a maximum of \$4,000.00 per month of said employee and shall be integrated with any disability retirement or social security benefits the staff is receiving so that the Plan's obligation is reduced by the level of such benefits, each for a period of one year in the instance of a disabling illness or for a period of four years in the instance of a work related accidental disabling injury. Benefits to begin at the end of the 30th consecutive day of sickness, or at the exhaustion of sick leave, whichever shall later occur.

(b) **Group Life, Accidental Death and Disability Policy** – The Saucon Valley School District shall purchase and provide a group life and accidental death and disability policy in the amount of two times the Administrator's annual base salary payable to the beneficiary named by the insured in the event of the Administrator's death during the term of this Plan. The amount payable shall be rounded off to the nearest thousand.

(c) **Life Insurance Benefits** – The Administrator shall have the right to purchase additional insurance at the term set for them from the same insurance company; and, upon written requests from the employee, the District will deduct premiums from the employee's salary.

G. Leaves of Absence

(a) **Personal Illness**

Each Administrator shall earn twelve (12) days of personal illness leave per school year. This leave shall be cumulative and usable during any year and is available for illness or accident except in other remunerative work. A physician's certificate may be required at the discretion of the Superintendent and partial day absences are chargeable. The same provisions as above are available for illness in the immediate family and are charged to sick leave, however an employee may only use up to twelve (12) sick days per year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

(b) **Bereavement**

Absence for the death in the immediate family is allowable for a maximum of four (4) days. The first three (3) of those days must be consecutive and shall start on the date that immediately follows the death in question.

The fourth day available may be reserved for a date in which memorial services and/or observations are to take place involving the deceased immediate family member. In the event the employee requests to take the fourth day non-consecutively with the first three, the Administration reserves the right to request information from the employee demonstrating why the fourth date needs to be taken at a different time.

In extraordinary circumstances in which travel or some other unusual event has or will occur regarding the observance/memorial services, the Administration, at its discretion, may allow the third and fourth days to be taken at a different time from the first two days of bereavement leave.

On the date of death, an employee may use a sick or personal day if they have one available, and the death occurred before the start of the work day. In the event the death occurs on a non-work day, this provision shall not be applicable.,

Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild, or near relative who resides in the same household or any person with whom the employee has made his home.

For a near relative, one (1) day is allowed. A near relative shall be defined as a first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

(c) **Professional Absence**

Attendance at professional meetings within budgetary allowance will be granted with the permission of the immediate supervisor and the Superintendent.

(d) **Sabbatical Leave**

Sabbatical leaves will be granted to certificated professional employees in accordance with applicable law and regulations provided that the Administrator gives six (6) months prior notice unless health reasons do not so permit.

(e) **Child-Bearing/Child-Rearing Leave**

Child-bearing and child-rearing leaves of absences, without pay, shall be granted in accordance with Board policy and the Family and Medical Leave Act.

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(f) **Military Leave**

Military leave shall be granted in accordance with State and Federal law and regulations, including Sections 1176 through 1181 of the Public School Code of 1949, as amended.

(g) **Personal Days**

Administrators shall be entitled to three (3) personal days per school year. Such personal days may be taken on the day prior to, or the day subsequent to, a holiday or vacation period with two (2) weeks' notice. Requests through the staff portal must be made to immediate Supervisor at least three (3) calendar days prior to such "personal days" requested by said Administrator except where the granting of such request will have a disruptive effect on the education program for the day. Such personal days leave shall be non-cumulative from year to year. At the end of each school year, unused "personal days" shall accumulate as sick leave.

(h) **Family and Medical Leave**

Family and Medical Leave shall be granted in accordance with Board Policy and the Federal Family and Medical Leave Act. FMLA will run concurrently with all leaves but the employee may opt to use up to 10 sick days prior to the concurrent use of FMLA. The District utilizes a rolling year methodology for purposes of leave eligibility.

H. Vacation and Paid Holidays

All twelve month employees will receive twenty (20) paid vacation days per year. Administrators will be eligible for 25 days per year after 15 continuous years of service in the district.

Employees hired on or after July 1, 2016 shall be awarded 25 vacation days after 15 continuous years of administrative service in the district under the Act 93 Agreement. The preceding sentence shall be applicable to any position added to the Act 93 Agreement after July 1, 2016.

New employees hired after ratification of this Compensation Plan shall only be eligible for twenty (20) paid vacation days per year. New hires will not be eligible for any additional vacation days after fifteen (15) continuous years of administrative service.

At the option of the Administrator, unused vacation days can be transferred into sick days in the final year before retirement.

All Administrators are expected to take their vacation during the school year it was earned. Not more than fifteen (15) vacation days may be carried over into any one following school year. Administrators will be allowed to take vacation until the end of July of the year in which the vacation was earned.

Both Administrators may not take vacation days at the same time that the buildings need to be covered.

Upon hire, the employee will receive 20 days of vacation, if the employee commences work between July 1 and June 30, vacation shall be determined in the following manner:

The number of weeks worked prior to July 1 is divided by 52 to calculate the percentage of twenty (20) days to which the employee is entitled. This percentage multiplied by twenty (20) days equals the number of days' vacation to which the employee becomes entitled on July 1. This calculation will be performed only one- time for an employee, after which vacation entitlement will be on a full-year basis.

The same formula applies if the person leaves employment prior to working a full year to prorate days earned.

All Administrators will be entitled to the following paid holidays within the term of their employment:

Day before New Year's Day	Independence Day
New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Good Friday	Day before Christmas
Easter Monday	Christmas Day
Memorial Day	Day after Christmas

In addition to the above holidays, Administrators may use a vacation or personal day if they choose not to report to work when schools are closed due to inclement weather (not to exceed 4 days) but told to report at a designated time. If asked to report prior to 12 noon a whole day would need to be taken, if asked to report after 12 noon a ½ day would be utilized. If school is in session on Easter Monday, such employees as are required to work on those days shall be given compensatory time off. Offices are open Friday before Labor Day. Administrators whose position requires them to work on any of the above paid holidays due to events, activities, meetings, or professional obligations shall be given compensatory time off in exchange for that day.

I. Professional Development, Memberships Affiliations

(a) Each Administrator will be reimbursed 100% of Professional Development, Membership/Affiliations Expenses as approved by the Superintendent.

(b) Professional Development/Growth Expenses eligible for reimbursement include professional memberships related to curriculum, scholarship, subject area, professional subscriptions, and graduate-level textbooks.

(c) A one-half percent (0.5%) **stipend** above annual salary will be awarded for every six (6) graduate credits earned during the term of this Plan.

Any administrator in receipt of a stipend under this section must fulfill two years of service with the District after receipt of the stipend or be required to pay back the stipend to the District.

J. Reimbursement for Tuition

Effective upon ratification of this Plan, for Administrators who are not deemed professional employees under the Public School Code, such Administrators' shall be eligible for post graduate tuition credits reimbursement at a rate not to exceed \$ 260.00 per credit up to the first Masters; \$ 160.00 per credit beyond the Masters Level with no reimbursement to exceed 50% of the cost per credit..

For Administrators who are deemed professional employees under the Public School Code, such Administrators shall be eligible for post graduate tuition reimbursement at the East Stroudsburg tuition rate.

In the event any administrator is currently enrolled in an approved class and/or program at the time of ratification of this plan, such class and/or program may be reimbursed at the rate in the previous Compensation Plan.

The following guidelines apply to all tuition reimbursement for Administrators. Administrators must be employees of the Saucon Valley School District at the time of enrollment and at the time of completion of the course.

(a) Administrators must submit a formal request to the Superintendent no later than sixty days (60) immediately prior to the commencement of the course. The Superintendent shall approve coursework deemed directly relevant to the current position held by the Administrator and coursework that addresses administrative needs of the District.

(b) The graduate work to be pursued must be approved by the Superintendent. Approved courses will be in the employee's field or in an area of District priorities.

(c) Grade must be a "B" or better to qualify for reimbursement.

(d) Administrators must, within 60 days after successful completion of the course, submit to the Superintendent receipted bills or a canceled check showing payment and a Grade Report showing successful completion of the course.

(e) Any administrator in receipt of tuition payments under this section must fulfill two years of service with the District after receipt of any payments under this section or be required to pay back the reimbursement provided by the District.”

K. Mileage Reimbursement

Mileage reimbursement for travel shall be based on the prevailing Internal Revenue Service rate.

APPENDIX B COMPENSATION PLAN

I. SALARIES – PAYMENT OF

Salaries for twelve (12)-month positions will be paid on a fiscal year basis, beginning July 1 and ending June 30.

All Administrative employees of the Saucon Valley School District shall be placed on a twelve-month basis of pay, with pays being issued bi-weekly. The pay periods shall be twenty-six (26) or twenty-seven (27) per year. All pay checks, and/or information regarding salary, shall be enclosed in individual envelopes. Direct deposit of paychecks shall be required for all employees. The contract salary will be paid in full by the first (1st) pay of the following fiscal year. The term “school year” as used in this document when applied to twelve (12)-month employees shall be from July 1 through June 30.

Salary Increases:

2022-2023 2.5% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual’s performance evaluation as well as other indicators of performance as determined by the Superintendent.

During 2022-2023, Employees shall receive a \$500 bonus off the scale and not PSERS eligible.

2023-2024 2.0% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual’s performance evaluation as well as other indicators of performance as determined by the Superintendent.

2024-2025 2.0% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual’s performance evaluation as well as other indicators of performance as determined by the Superintendent.

403(b) CONTRIBUTION:

The Superintendent shall utilize the PDE forms as approved under Section 11-1123 of the School Code, which may change from time to time, to determine

contributions for professional employees under this part. For non-certificated employees in this plan, the Superintendent shall utilize a rubric developed within the District to consider 403(b) contributions under this part.

Certificated Professional Employees:

Needs Improvement in 1 or more domains: 0% Contribution of employee's annual salary

Proficient overall rating: 1.0% Contribution of employee's annual salary

Distinguished overall: 2.0% Contribution of employee's annual salary

Non-Certificated Employees:

Needs improvement in 1 or more domains: 0% Contribution of employee's annual salary

Meets Expectations and Satisfactory overall rating: 1.0% Contribution of employee's annual salary

Commendable overall rating: 2.0% Contribution of employee's annual salary.

Complaint Procedure – Non-Contract/ Meet and Discuss Related Issues

Purpose:

The purpose of this procedure is to discuss, voice, explain any differences that should arise between employees, group of employees or an employee and supervisor. This procedure ensures that a prompt efficient method so that the issue may be addressed and that there shall be resolution to the concern. Any issue that is thought to be in need of discussion should be placed in writing to clarify the issue, time frame of the concern, and the persons involved.

Procedure:

1. Try to address the concern at the lowest possible level of either employee to employee or employee to your immediate supervisor.
 - a. Custodial: employee, head custodian, Supervisor, Business Manager, Superintendent, School Board.
 - b. Maintenance/Building and Grounds/Transportation: employee, Supervisor, Business Manager, Superintendent, School Board.
 - c. Secretaries/Clerical: employee, building administrator, Assistant Superintendent, Superintendent, School Board.
 - d. Cafeteria: employee, head cook at building kitchen, K-12 coordinator, Business Manager, Superintendent, School Board.
 - e. District office: employee, Assistant superintendent, Superintendent, School Board.
 - f. Business personnel: employee, Business Manager, Superintendent, School Board.

Document all meetings and attempts to resolve the issue during each step that you take in the process. This documentation will assist the next person reviewing the concern so that they may follow what attempts were made to address the issue and who has been involved and why it has not been resolved at that level.

2. A meeting should be held at the first level within 10 days of the infraction or concern.
3. Moving to the next step in the chain of command should happen in a timely manner so that the issue can be addressed. No more than 10 days should pass between each level.
4. An individual employee or a group may address an issue.
5. If the employee or the group has an issue with their immediate supervisor, then they should address their issue with the next up on the chain of command.

6. Issues will be discussed and when resolution is met the decision and the conversation will be documented in writing and all members in attendance will receive a copy of the outcome of the meeting.
7. Resolution does not mean that the issue is settled in favor of any one person over the other but is defined as:
 - the concern was discussed,
 - was presented to the appropriate persons,
 - all parties are aware of the issue,
 - adjustments, changes, management parameters discussed
 - issue is clarified
 - issue is resolved and documented.
8. A person or group may return with the same issue if not corrected.

APPENDIX C: HEALTHCARE PLAN DESIGNS 7/1/2022 to 12/31/2022

The current Healthcare Plan & Prescription Drug Plan Designs shall sunset on 2/31/2022.

Benefits	Plan 1 - Changes to the plan as of 2021-22 school year		Plan 1 - Changes to the plan as of 2022-23 school year		Plan 2 - Available to employees as of 2021-22 and only plan option for new hires after July 1, 2021	
Medical:	PPO		PPO		PPO	
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Deductible: In network	\$500 / \$1000	\$0	\$500 / \$1000		\$750 / \$1500 / \$2250	
Out of Network	\$0	\$500 / \$1000		\$500 / \$1000		\$1500 / \$3000 / \$4500
PCP Copay:	\$20	20% after ded	\$20	20% after ded	\$25	20% after ded
Specialist Copay:	\$40	20% after ded	\$40	20% after ded	\$50	20% after ded
Urgent Care Copay:	\$50	20% after ded	\$50	20% after ded	\$75	20% after ded
ER Copay: Waived if admitted from ER.	\$100	20% after ded	\$100	20% after ded	\$150	20% after ded
Inpatient Hospital Stays	\$0	20% after ded	\$0	20% after ded	\$200 copay per admission	20% after ded
Diagnostic Testing	100% after ded	20% after ded	100% after ded	20% after ded	100% after ded	20% after ded
Hi Tech Imaging Copay (EX: MM, CT):	100% after ded	20% after ded	100% after ded	20% after ded	\$75 copay after ded	20% after ded
Outpatient Surgery Facility	\$0	20% after ded	\$0	20% after ded	\$50	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$40	20% after ded	\$40	20% after ded	\$50	20% after ded
Chiropractic Copay - unlimited	\$40	20% after ded	\$40	20% after ded	\$50	20% after ded
Private Duty Nursing:	100% after ded	20% after ded	100% after ded	20% after ded	100% after ded	20% after ded
RX: (Copays)						
Retail: Tier 1:	\$10		\$10		\$20	No Benefits Available
Tier 2:	\$25		\$30		\$40	
Tier 3:	\$50		\$60		\$80	
Mail Order: Tier 1:	\$20	Not covered	\$20	No Benefits Available	\$40	
Tier 2:	\$60		\$60		\$80	
Tier 3:	\$120		\$120		\$160	

APPENDIX D: HEALTHCARE PLAN DESIGNS – EFFECTIVE JANUARY 1, 2023

Saucon Valley School District

Proposed Plan Option 1

GROUP 1 ONLY (Act 93)

Benefit Plan Options for Current \$500 Deductible Plan

	PPO \$500 PLAN - Current Plan		PPO \$500 - Option 1	
Medical:	PPO		PPO	
	In network	Out of Network	In Network	Out of Network
Deductible: In network (PPO - Capital Blue Cross)	\$500 / \$1000		\$750 / \$1500	
Out of Network (PPO - Capital Blue Cross)		\$500 / \$1000		\$1200 / \$2400
Out of Pocket: In network (PPO - Medical & RX)	\$8550 / \$17,100		\$8700 / \$17400	
Out of Pocket (PPO - Medical & RX)		\$8550 / \$17100		unlimited
Preventative Services	\$0	20%	\$0	20%
PCP Copay:	\$20	20% after ded	\$30	20% after ded
Specialist Copay:	\$40	20% after ded	\$60	20% after ded
Urgent Care Copay:	\$50	20% after ded	\$100	20% after ded
ER Copay: Waived if admitted from ER	\$100		\$150	
Inpatient Hospital Stays; copay waived if admitted	\$0 after ded	20% after ded	\$150 after ded	20% after ded
Diagnostic Testing	\$0 after ded	20% after ded	\$60 after ded	20% after ded
Hi Tech Imaging Copay (EX: MRI, CT):	\$0 after ded	20% after ded	\$60 after ded	20% after ded
Outpatient Surgery Facility	\$0 after ded	20% after ded	\$100 after ded	20% after ded
Outpatient Ambulatory Surgery Center	\$0 after ded	Not Covered	\$150 after ded	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$40	20% after ded	\$60	20% after ded
Chiropractic Copay - unlimited	\$40	20% after ded	\$60	20% after ded
MH Inpatient Services	\$0 after ded	20% prof; 50% facility after ded	\$150 after ded	20% after ded
MH Outpatient Services	\$20	20% prof; 50% facility after ded	\$30	20% after ded
SA Inpatient Services	\$0 after ded	20% prof; 50% facility after ded	\$150 after ded	20% after ded
SA Outpatient Services	\$0	20% prof; 50% facility after ded	\$30	20% after ded
RX:				
Retail: Tier 1:	\$10	Not covered	\$20	Not Covered
Tier 2:	\$25		\$40	
Tier 3:	\$50		\$80	
Mail Order: Tier 1:	\$25		\$50	
Tier 2:	\$60		\$100	
Tier 3:	\$120		\$200	

Saucon Valley School District

PROPOSED PLAN OPTION 2

Group 1 Only (Act 93)

Proposed Benefit Plan Options for Current \$750 Deductible Plan

	PPO \$750 PLAN - Current Plan		PPO \$750 - Option 1	
Medical:	PPO		PPO	
	In network	Out of Network	In Network	Out of Network
Deductible: In network (PPO - Capital Blue Cross)	\$750 / \$1500 / \$2250		\$1000 / \$2000 / \$3000	
Out of Network (PPO - Capital Blue Cross)		\$1500 / \$3000 / \$4500		\$2000 / \$4000 / \$6000
Out of Pocket: In network (PPO - Medical & RX)	\$8150 / \$16300 / \$16300		\$8700 / \$17400 / \$17400	
Out of Pocket (PPO - Medical & RX)		\$8150 / \$16300 / \$16300		unlimited
Preventative Services	\$0	20%	\$0	20%
PCP Copay:	\$25	20% after ded	\$30	20% after ded
Specialist Copay:	\$50	20% after ded	\$60	20% after ded
Urgent Care Copay:	\$75	20% after ded	\$100	20% after ded
ER Copay: Waived if admitted from ER	\$150		\$150	
Inpatient Hospital Stays; copay waived if admitted	\$200 after ded	20% after ded	\$150 after ded	20% after ded
Diagnostic Testing	\$0 after ded	20% after ded	\$60 after ded	20% after ded
Hi Tech Imaging Copay (EX: MRI, CT):	\$75 after ded	20% after ded	\$60 after ded	20% after ded
Outpatient Surgery Facility	\$30	20% after ded	\$100 after ded	20% after ded
Outpatient Ambulatory Surgery Center	\$30	Not Covered	\$150 after ded	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$50	20% after ded	\$60	20% after ded
Chiropractic Copay - unlimited	\$50	20% after ded	\$60	20% after ded
MH Inpatient Services	\$200	20% prof; 50% facility after ded	\$150 after ded	20% after ded
MH Outpatient Services	\$50	20% prof; 50% facility after ded	\$30	20% after ded
SA Inpatient Services	\$200	20% prof; 50% facility after ded	\$150 after ded	20% after ded
SA Outpatient Services	\$0	20% prof; 50% facility after ded	\$30	20% after ded
RX:				
Retail: Tier 1:	\$20	Not covered	\$20	Not Covered
Tier 2:	\$40		\$40	
Tier 3:	\$80		\$80	
Mail Order: Tier 1:	\$40		\$50	
Tier 2:	\$80		\$100	
Tier 3:	\$160		\$200	