

CENTRAL COLUMBIA SCHOOL DISTRICT

**SUPPORT PERSONNEL - NON-BARGAINING
SALARIES/BENEFITS PACKAGE**

Effective July 1, 2008 – June 30, 2011

Revised March 2, 2009

TABLE OF CONTENTS

PAGE

FIFTY-TWO/FIFTY WEEK STAFF	2
PAID HOLIDAYS	2
VACATION	3
OVERTIME	3
THIRTY-NINE WEEK STAFF	4
PAID HOLIDAYS	4
ONE HUNDRED EIGHTY/ONE HUNDRED EIGHTY-FIVE DAY STAFF	4
DELAYED OPENING/EARLY DISMISSAL	5
ABSENCES	5
EMERGENCY DAY	5
BEREAVEMENT LEAVE	5
JURY DUTY	6
CHILD BEARING/REARING LEAVE	6
PERSONAL DAYS	6
TRANSFERS	6
MERIT RAISES	6
UNSATISFACTORY RATING	6
PROBATIONARY EMPLOYEES	6
RESIGNATION	7
RETIREMENT	7
EMPLOYEE ASSISTANCE PROGRAM	8
WAGE RATE RANGE SCHEDULE	9
INCREASE/LONGEVITY BONUS SCHEDULE	10
FRINGE BENEFITS SCHEDULE	11
MEDICAL BENEFITS OPTION	12
WORK SCHEDULE	12
PROCEDURES FOR EVALUATION	13
EVALUATION FORM	14

CENTRAL COLUMBIA SCHOOL DISTRICT

**Support Personnel - Non-Bargaining
Salaries/Benefits Package**

Effective July 1, 2008 through June 30, 2011

**A. ALL NON-BARGAINING SUPPORT PERSONNEL WILL BE
CLASSIFIED AS:**

1. FIFTY-TWO/FIFTY WEEK STAFF -

- (a) Fifty-two (52) week employees will work eight (8) hour days, including one-half hour for lunch. Salary will be calculated on applicable hours per year and will be paid in 26 or 27 bi-weekly pay periods.
- (b) Fifty (50) week employees will work eight (8) hour days. Summer hours will be six (6) hour days. Salary will be calculated on the current year calendar hours paid in 26 or 27 bi-weekly pay periods.
- (c) Employees will receive twelve (12) paid holidays per year. They include:
 - Independence Day 1
 - Labor Day 1
 - Thanksgiving 2
 - 1st Day Big Game 1
 - Christmas Vacation 2
 - New Years Day 1
 - President's Day 1
 - Easter Vacation 2
 - Memorial Day 1
- (d) Salaries will be determined by the Wage Rate Range Schedule (Schedule I) according to job category. Increases and longevity bonus will be determined according to Increase/Longevity Bonus Schedule (Schedule II).

- (e) Full-time regular employees shall be eligible to earn paid vacation days. Vacations will be earned for full years of service as follows:
- (1) After completing one (1) year =
One week (5 working days)
 - (2) After completing two (2) years through five (5) years =
Two weeks (10 working days)
 - (3) After completing six (6) years through fifteen (15) years =
Three weeks (15 working days)
 - (4) After completing sixteen (16) years or more =
Four weeks (20 working days)

Vacation days are awarded to the employee during the month of their anniversary date of hiring. The vacation days awarded are earned during the previous year of service.

The use of vacation time must be requested by the employee and approved at least two weeks in advance by the employee's immediate supervisor, business administrator, or superintendent. The supervisor may approve vacation requests with less than two weeks notice. Scheduled and approved vacation time will be based on management's responsibility to maintain efficient operations. If the nature of the work makes it necessary to limit the number of employees on vacation simultaneously, the employee with the greatest seniority, as defined in this agreement, shall be given the choice of vacation in the event of any conflict in selection.

Upon termination of employment, any earned vacation days that are not exhausted will be paid to the employee. All vacation time must be exhausted within twelve (12) months following the time it was earned and awarded. Vacation days may not be accumulated. Any vacation days that are earned but not awarded are credited to the employee upon termination of employment commensurate with the rate of earning during the year of termination.

- (f) Any Fifty-two/Fifty (52/50) week employee working in excess of forty (40) hours/week shall be eligible for overtime compensated at the rate of one and one-half (1-1/2) times the employee's hourly rate. Any overtime must be approved in advance by the employee's immediate supervisor, business administrator, or superintendent. All approved payments for overtime shall be made in the first payroll calculated subsequent to the receipt and approval of such overtime vouchers by the business administrator.
- (g) Staff will receive fringe benefits according to the Fringe Benefits Schedule (Schedule III).

2. THIRTY-NINE (39) WEEK STAFF -

- (a) Personnel will work eight (8) hour days, including one-half hour for lunch. Salary will be calculated on current year calendar hours and paid in twenty-one (21) bi-weekly pay periods.
- (b) Thirty-nine (39) week employees will receive eleven (11) paid holidays per year. They include:

Labor Day	1
Thanksgiving	2
1st Day Big Game	1
Christmas Vacation	2
New Years Day	1
President's Day	1
Easter Vacation	2
Memorial Day	1

Any 39 week employee hired as full-time or that achieves full-time status after July 1, 1993, will receive no paid holidays.

- (c) Salaries will be determined by the Wage Rate Range Schedule (Schedule I) according to job category. Increases and longevity bonus will be determined according to Increase/Longevity Bonus Schedule (Schedule II).
- (d) Thirty-nine (39) week staff will receive benefits according to the Fringe Benefits Schedule (Schedule III).

3. ONE HUNDRED EIGHTY (180) TO ONE HUNDRED EIGHTY-FIVE (185) DAY STAFF -

- (a) Employees will work from two and one-half (2 1/2) to seven and one half (7 1/2) hours per day. Seven (7) hour employees and seven and one-half (7 1/2) hour employees work day includes one-half hour for lunch. Wages will be calculated on hours worked and paid in 21 bi-weekly pay periods.
- (b) Hourly rate will be determined by Wage Rate Schedule (Schedule I) according to job category. Increases and longevity bonus will be determined according to Increase/Longevity Bonus Schedule (Schedule II).
- (c) Staff will receive fringe benefits according to the Fringe Benefits Schedule (Schedule III).

- (d) Hundred eighty-one/hundred eighty-five (180-185) day staff
 - (1) Will follow delayed opening/early dismissal schedule as applies to faculty.
 - (2) Will be responsible to make-up missed time caused by early dismissals and delayed openings. Time will be scheduled by the building principal and may include summer inservice programs.
 - (3) Delayed opening/early dismissal time will be made-up by working beyond the regular work day or year (including inservice time) at a predetermined time with principal approval. The principal would be responsible for documenting the time worked.

4. ABSENCES

- (a) Each non-bargaining employee shall be granted up to one (1) emergency day (see Fringe Benefits Schedule-Schedule III) during each year of this agreement.

Definition of Emergency:

Emergency days will include, but not be limited to:

- (1) A serious accident to a member of your household.
 - (2) Appearing in court or signing of legal papers.
 - (3) Taking a member of your household to the hospital, doctor's office, etc. for appointments that cannot be scheduled at times other than when school is in session.
 - (4) Serious illness of a member of your immediate family.
 - (5) Attending your own graduation.
 - (6) Other reasons approved by your immediate supervisor, superintendent, and board of directors.
- (b) The non-bargaining employee will receive leave for death in the immediate family, death of a near relative, and death of a person residing in the same household as defined by the School Code, Section 1154.

- (c) When absence is required because of jury duty, the employee will have the option of receiving their full salary for this period or all compensation received from the court. If the employee requests their salary for jury duty, all compensation and reimbursements received from the court for this duty must be turned over to the school district.
 - (d) Child Bearing/Rearing leave will be granted to staff members as specified in Policy 1120 of the Central Columbia School District Official Board Policy Book.
 - (e) A non-bargaining employee shall be granted up to two (2) personal days [see Fringe Benefits Schedule-Schedule III]. Any employee electing not to take their personal day(s) may apply that/those personal day(s) to their total unused sick days to be used at retirement for medical insurance premium benefits. Not more than two (2) non-bargaining support personnel, in each building, may take personal leave on the same day.
5. **IN-HOUSE TRANSFERS** of non-bargaining employees will receive credit for any years of service earned at a previous in-house position of 20 or more hours per week. This clause is effective for all transfers after July 1, 2005.
 6. **MERIT RAISES** for non-bargaining employees may be granted for superior performance. Recommendations must be made by immediate supervisor to the superintendent and approved by the board.
 7. Should any non-bargaining employee receive an **UNSATISFACTORY RATING** for the year, using the approved rating form, no increase in salary would be granted for the year. Evaluation procedures will be distributed to all employees with the agreement.
 8. All new non-bargaining employees shall be considered **PROBATIONARY EMPLOYEES** for a period of ninety (90) days worked and may be discharged without recourse during such probationary period.
 9. On the opening day of each work year, an employee shall be credited with the appropriate number of **SICK DAYS** for that position. The unused portion of such allowance shall accumulate from year to year.

10. RESIGNATION

A non-bargaining employee desiring to terminate their employment shall give their supervisor, principal, business administrator, or the Superintendent at least two (2) weeks prior written notice according to Board Policy #4400.

11. RETIREMENT

- (a) Upon separation from service, after five (5) continuous years of service, the employee will be paid sixty dollars (\$60) per year for each year of continuous service in the Central Columbia School District.
- (b) The employer agrees to provide medical insurance for all retiring non-bargaining employees based on the unused sick leave days accumulated at the time of retirement. At retirement the benefit will be calculated at the rate established in the professional teacher's contract per unused sick leave day. The total sum calculated, shall then be utilized by the retiree to purchase medical, dental, or vision insurance. The retiree may choose either single, two-person, or family coverage. If a retired employee uses all such accumulated leave before reaching eligibility for insurance coverage provided by another employer or government program, he/she will be eligible to continue such insurance coverage by making payments as provided for in Board Policy #1040, Other Employee Benefits. This benefit will be discontinued should the retiree die before utilizing monies.
- (c) Any employee who anticipates retirement shall notify the business office seven (7) months prior to the intended retirement, except in cases where conditions of health or other extenuating circumstances make shorter notices necessary (Board Policy #4411).

12. EMPLOYEE ASSISTANCE PROGRAM

- (a) The Board provides an Employee Assistance Program to provide professional counseling and information services to help you, and eligible family members or significant others that reside in the same household, constructively resolve a variety of personal difficulties and setbacks that may affect the quality of life and job performance. The program offers immediate confidential access to professional counselors who are trained to help identify the specific nature of disability and develop a plan to help constructively resolve any significant personal issues.
- (b) The EAP can be accessed 24 hours a day, seven days a week. Trained counselors help callers develop action plans for dealing with problems. Should face-to-face counseling visits be necessary, the telephone counselor can arrange up to three confidential sessions (for each presenting problem per household member, per year) with area clinicians.
- (c) Use of the program is confidential. No names, personal records or information will be given to anyone without your written permission, except in the cases of child abuse, a significant threat to the safety and well-being of self or others, or other applicable state and federal laws.
- (d) There is no cost for utilizing the benefit. The program has been prepaid by the district as a benefit to you and eligible members of your family. Note: Referrals to other professional providers or to the same provider upon completion of the employee assistance program are not covered. Be sure you understand the fees involved and coverage provided by your health insurance program.

CENTRAL COLUMBIA SCHOOL DISTRICT
4777 Old Berwick Road
Bloomsburg, PA 17815

**Support Staff Non-Bargaining Unit
Wage Rate Range Schedule
2008-2011**

	<u>Starting Rate</u>
CAFETERIA WORKER	\$8.00
*INSTRUCTIONAL ASSISTANT	\$8.00
MULTI-MEDIA ASST/ATTEND CLERK	\$8.00
SCHOOL SECRETARY	\$9.25
VAN DRIVER	\$8.00
JOB COACH	\$8.00
PRINCIPAL/BUSINESS OFFICE/GUIDANCE OFFICE/SECRETARY	\$9.50
*EDUCATIONAL CO-OP/NURSE ASST	\$9.00
NURSE ASSISTANT	\$10.00
EXECUTIVE SECRETARY	\$11.00
TECHNOLOGY TECHNICIAN	\$14.00

*Persons assigned to life skills classrooms will receive an additional \$1/hour during that assignment.

CENTRAL COLUMBIA SCHOOL DISTRICT
4777 Old Berwick Road
Bloomsburg, PA 17815

**Support Staff Non-Bargaining Unit
Fringe Benefits Schedule
2008-2011**

CHART #1	Full-time 37.5 - 40 hrs per week	52/50 Weeks	39 Weeks	180-185 Days
BENEFITS:				
HEALTH INSURANCE				
Blue Cross/MM		100%	100%	100%
Vision		100%	100%	100%
Dental		100%	100%	100%
TERM LIFE INSURANCE (\$40,000)		100%	100%	100%
VACATION DAYS		Variable	Variable	0
EMERGENCY DAYS		1	1	1
PERSONAL DAYS		2	2	2
SICK LEAVE		12	10	10
PAID HOLIDAYS		12	11*	0

*Any 39 week employee hired as full-time or that achieves full-time status after July 1, 1993, will receive no paid holidays

CHART #2	Part-time 20 - 37 hrs Per Week	52/50 Weeks	39 Weeks	180-185 Days
BENEFITS:				
HEALTH INSURANCE				
Blue Cross/MM		50%	50%	50%
Vision		50%	50%	50%
Dental		50%	50%	50%
TERM LIFE INSURANCE (\$40,000)		50%	50%	50%
VACATION DAYS		0	0	0
EMERGENCY DAYS		1	1	1
PERSONAL DAY		1	1	1
SICK LEAVE		8	8	8
PAID HOLIDAYS		12	0	0

CHART #3	Less than 20 hrs Per Week	52/50 Weeks	39 Weeks	180-185 Days
BENEFITS:				
HEALTH INSURANCE				
Blue Cross/MM		0	0	0
Vision		0	0	0
Dental		0	0	0
TERM LIFE INSURANCE		0	0	0
VACATION DAYS		0	0	0
EMERGENCY DAYS		0	0	0
PERSONAL DAY		0	0	0
SICK LEAVE		3	3	3
PAID HOLIDAYS		0	0	0

These charts represent regularly scheduled hours, additional hours such as overtime are not included in total weekly hours.

CENTRAL COLUMBIA SCHOOL DISTRICT
4777 Old Berwick Road
Bloomsburg, PA 17815

**Support Staff Non-Bargaining Unit
Medical Benefits Option
2008-2011**

Those eligible non-bargaining employees selecting not to utilize district paid medical insurance will receive \$1,400 cash per year in two payments - \$700 with the pay before Christmas and \$700 with the last pay of the school term. Individuals eligible for half benefits will receive \$350 with the pay before Christmas and \$350 with the last pay of the school term.

Non-bargaining employees, participating in the District medical insurance plan, shall contribute a co-premium payment. The co-premium payment will be made in equal bi-weekly payments through payroll deduction. The amount of co-premium payment in each fiscal year will be determined by taking a percentage of the insurance premium in effect as of July 1 and dividing by the number of pays during the year. The percentage of insurance premium to be paid will be 5.0% of the cost of the insurance in effect on July 1, 2008, 5.5% of the cost of the insurance in effect as of July 1, 2009, and 6.0% of the cost of the insurance in effect as of July 1, 2010. Those employees receiving 50% or less, benefits will not contribute a co-premium payment.

In addition, the District agrees to provide a "Buy-up" option to the Twin PPO Plan beginning July 1, 2008. Employees choosing the Twin PPO Plan will contribute an additional sum per pay period equal to the rate defined in the Professional Teachers contract in effect for that year. Insurance contributions will be made via payroll deduction.

**Support Staff Non-Bargaining Unit
Work Schedule
2008-2011**

The schedule of work hours for the upcoming school year will be distributed to all non-bargaining members by the beginning of the year.

CENTRAL COLUMBIA SCHOOL DISTRICT
4777 Old Berwick Road
Bloomsburg, PA 17815

PROCEDURES FOR NON-BARGAINING SUPPORT PERSONNEL EVALUATION

- A. As of June 30, 1999, the form used for non-bargaining support personnel evaluations shall be the present one utilized in the district (Evaluation Form for Non-Bargaining Support Personnel).
- B. The nineteen areas on the evaluation form will be checked E- Excellent, S-Satisfactory, N-Needs Improvement, or U-Unsatisfactory. The person completing the form will place a specific comment under Supervisor's Comments if an "N" or "U" is checked.
- C. Should any employee receive an Unsatisfactory or Needs Improvement rating in one or more areas, an Individual Improvement Plan (IIP) shall be written and reviewed with the staff member. The IIP will include a timeline for improvement and periodic dates to discuss progress.
- D. The employee and supervisor will meet a minimum of one (1) time per year to review job performance.
- E. The evaluation and appropriate back-up materials will be signed by the employee and supervisor. The employee will receive a copy and the original will be filed in the district office employee personnel file.
- F. Any employee receiving an Unsatisfactory in two or more of the nineteen areas may receive an overall rating of Unsatisfactory. An exception would be if a blatant act was observed or documented. A single Unsatisfactory could result in an overall rating of unsatisfactory. Examples of a blatant act, but not limited to, would be striking a child, stealing, falsifying attendance/absence records. Time permitting, an employee will be provided an opportunity to receive a final rating of satisfactory.
- G. An unsatisfactory rating will not be issued without a review by the business administrator.
- H. Any employee may appeal the rating of a supervisor to the superintendent.

CENTRAL COLUMBIA SCHOOL DISTRICT
4777 Old Berwick Road
Bloomsburg, PA 17815

EVALUATION FORM FOR SUPPORT PERSONNEL

Employee Name _____ Evaluation Period: From _____ to _____

Position _____ Building _____ Date Evaluated _____

(E) Excellent (S) Satisfactory (N) Needs Improvement (U) Unsatisfactory

Evaluation includes but not limited to these criteria	E	S	N	U	Supervisor's Comments
A. QUALITY OF WORK Job Knowledge					
Ability to Follow Directions					
Accuracy/Thoroughness					
Neatness					
Demonstrates Necessary Skills					
B. QUANTITY OF WORK Completes Tasks in Timely Fashion					
Prioritizes Tasks					
Completes Work with Minimum Supervision					
C. WORK HABITS Initiative in Performing Tasks					
Willingness to Learn New Duties					

Evaluation includes but not limited to these criteria	E	S	N	U	Supervisor's Comments
Practices Confidentiality When Appropriate					
Equipment Utilization and Care					
Practices Safety at All Times					
D. PERSONAL RELATIONS/FITNESS Works Well with Co-Workers					
Cooperates with Supervisor					
Promotes Positive Public Image					
Acceptance of Constructive Criticism					
Personal Hygiene and Appropriate Attire					
E. ATTENDANCE AND PUNCTUALITY					

I acknowledge that I have read this evaluation and have been given an opportunity to discuss it with my supervisor(s). My signature does not mean that I agree with this evaluation, and I understand, I may attach my comments to this report and a copy of those comments will be attached to any copy made of this evaluation.

OVERALL RATING **E** **S** **N** **U**

FINAL RATING **E** **S** **N** **U**

Supervisor's Signature _____ Date _____

Employee's Signature _____ Date _____

Copy to: Employee
Supervisor
Personnel File