It is the mission of the Ridley School District to create a caring environment that gives all students the opportunity to achieve their fullest personal and academic potential in order to become productive and responsible citizens.
# TABLE OF CONTENTS

Overview ........................................................................................................................................ 2

Definitions ........................................................................................................................................ 2

District Policies ............................................................................................................................... 3-11
  Equal Rights and Opportunities (EEO) ......................................................................................... 3-4
  Affirmative Action ......................................................................................................................... 4
  Americans with Disabilities Act (ADA) ......................................................................................... 4-6
  Family Medical Leave Act (FMLA) ............................................................................................... 6
  Health Insurance Portability & Accountability Act (HIPAA) ....................................................... 7
  Sexual Harassment ......................................................................................................................... 8-11
  No Smoking .................................................................................................................................. 11
  Workplace Safety ......................................................................................................................... 11

Job Classification Conditions ........................................................................................................ 12
As part of an ongoing effort to consolidate many aspects of the Ridley School District support employee programs, the following reflects an attempt to treat, in a fair and consistent manner, the rules, regulations, wage schedules, and benefits, as these and other items impact on support personnel.

For reference purposes, this handbook encompasses all personnel areas with the exception of those professional employees represented by the recognized bargaining unit as certified by the Pennsylvania Labor Relations Board under Act 195. These classified areas include, but are not limited to the following:

- Aides: library, library assistant, lunch room, nurse’s, paraprofessionals, teacher (including Title 1 and special education), transportation, behavior specialists
- Custodial: foreman, secondary head, elementary head, building, light duty
- Food Service: manager, department head, assistant department head, cook manager, head cook, head cashier, first assistant, breakfast worker, routine worker
- Maintenance: foreman, skilled/certified, mechanical/general
- Nurses’ Assistants: Registered Nurse/Health Room Aide
- Secretarial: coordinator, 10 and 12 month
- Transportation: driver, aide
- Any other classified/support personnel: clerk, operator, technician

None of the articles discussed in this handbook are intended to be contractual; moreover, the contents are to be used by the support employee to assist in understanding the School District’s policies and procedures as they affect the employee’s position within the School District.

DEFINITIONS

Please note that effective 1 July 1987 our classified/support employees were divided into two distinct areas for discussion and placement purposes.

**Hourly Employee** – a school district classified employee (part-time or full-time) whose wages are computed in terms of a fixed hourly rate multiplied by hours on the job. No fringe benefits are available for any hourly employee except those employees that were participants in the benefit packages prior to 1 July 1987.

**Salaried Employee** – a school district classified employee whose wages are computed in terms of a regularly paid annual stipend or fixed amount for services rendered.

All employees, hourly and salaried, who participated in the school district’s benefit programs prior to 1 July 1987 will continue to do so if the employee desires to participate, unless the employee’s position would change, thereby affecting his eligibility.

Hourly employees, hired after 1 July 1987, and any hourly employee who has not participated in the school district’s benefit programs prior to 1 July 1987 will not be eligible for participation in the benefit program, except where law mandates it, unless the employee moves into a position that would make him or her eligible.
EQUAL RIGHTS AND OPPORTUNITIES

In order to comply with Federal and State law under the supervision of the Equal Employment Opportunities Commission (EEOC), it is necessary for the Board of School Directors of Ridley School District to publish its equal rights and opportunities policy, to appoint directors and to approve a grievance procedure under that policy.

To comply with Federal laws, including Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964 and Title II of the American With Disabilities Act of 1990 (ADA), State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our school community, Ridley School District declares itself to be an Equal Rights and Opportunities school district. It does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status, or disability. Ridley School District's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Equal Rights and Opportunity Director

Compliance Director and Areas of Responsibility

The district administrator overseeing Human Resources/Personnel is designated as Equal Rights and Opportunities Director for Ridley School District.

It is the Director's responsibility to make certain that all educational programs and activities and all employment practices are free from discrimination on the basis of those conditions stated in the policy. This responsibility includes instructing appropriate persons in the Ridley School District in the provisions of the laws and regulations concerning equal rights and opportunities and fair employment practices. The administrator can be reached at the Ridley School District, 901 Morton Avenue, Suite 100, Folsom, Pennsylvania 19033, or by telephoning (610) 534-1900 and requesting to speak to the human resources/personnel administrator.

Grievance Procedure Under Equal Rights and Opportunities

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any district education program or activity, on the basis of race, color, national origin, sex, age, religion, marital status or disability, in violation of district policy, may file a written complaint with the appropriate compliance administrator designated by the Superintendent. The compliance director shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the compliance director's response shall be provided to the Superintendent and each member of the Board of School Directors. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of School Directors indicating with particularity the nature of disagreement with the response and his or her reasons underlying such disagreement within ten (10) days after receiving the written response. The Board of School Directors shall consider the appeal at its next regularly scheduled Board meeting following receipt of the response. The Board of School Directors shall permit the complainant to address the Board in public or closed session, as appropriate and lawful concerning his or her complaint and shall provide the complainant with its written decision in the matter within ten (10) days following completion of the hearing.
AFFIRMATIVE ACTION

The Board of School Directors reiterates the policy of Ridley School District and the administrative staff to continue working toward improving the recruitment, employment, development and promotional opportunities for minority employees and for women. Equal employment opportunity for all persons regardless of race, color, national origin, religion, age, sex, marital status, or disability is a fundamental policy of Ridley School District. Equal Employment Opportunity is a legal, social and moral necessity of the school district. This policy also applies to purchase of services, contracts for suppliers and other agreements between the Board and other agencies, institutions and companies who must be equal opportunity employers.

Recruitment and Selection of Personnel
It is the duty of the Superintendent of Schools, with the assistance of other administrative Personnel, to recruit, interview, and recommend the best-qualified available applicants for all district positions as a result of vacancies or the creation of new positions.

Equal opportunity will be given to all persons in this selection regardless of race, color, national origin, religion, age, sex, marital status, or disability. It is the policy of the school district to continue toward improving the recruitment, employment, development, and promotional opportunities for minority employees and for women.

Announcements
Newly created positions of a supervisory or managerial nature and vacancies, which occur in positions of a supervisory or managerial nature, will be publicized to the entire staff by District posting. All positions will be considered on the basis of the School District’s commitment to its equal rights and opportunities policy.

AMERICANS WITH DISABILITIES ACT (ADA)
PUBLIC SECTOR APPLICATION

The Ridley School District in accordance with the provisions of the Americans With Disabilities Act (ADA) prohibits discrimination against persons with disabilities.

A qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job. A disability is:

• a physical or mental impairment that substantially limits one or more of the major life activities of such an individual. (e.g. asthma, AIDS, diabetes, epilepsy, alcoholism, etc.)
• a record of such an impairment.
• being regarded as having such an impairment.

There are a limited number of impairments, which are not considered to be disabilities. These include:

• temporary conditions such as broken limbs, appendicitis, and influenza.
• pregnancy
• physical characteristics such as height, weight, eye color, or hair color that are within normal ranges
• common personality traits such as poor judgment or a quick temper
• most sexual behavior disorders
• compulsive gambling
• kleptomania
• pyromania

An individual who cannot, without reasonable accommodation, perform the essential functions of the position held or desired is not otherwise qualified under the provisions of ADA.

A fundamental aspect of the ADA is its requirement that employers make reasonable accommodations, unless it can prove an undue hardship or direct threat, to the known disabilities of applicants and employees. Reasonable accommodation is required in three areas:

1. To permit an employee to perform the essential functions of the job.
2. In testing and application procedures.
3. To permit a disabled employee to enjoy benefits and privileges of employment that are “equal to” those afforded similarly situated non-disabled employees. This could include access to non-work areas such as break rooms and lunchrooms and participation in employer sponsored parties and picnics. The EEOC has stated that substantially equivalent benefits and privileges are acceptable.

The ADA lists specific reasonable accommodations including:

1. Making existing facilities (work and non-work areas) accessible to disabled individuals.
2. Job restructuring of non-essential, marginal job functions. This may involve transferring the function to another position.
3. Job reassignment:
   a. This is limited to current employees. Reassignment is not available to applicants.
   b. Bumping is not required.
   c. If possible, reassignment should be to a substantially equivalent position.
   d. In general, reassignment should only be considered when other accommodations pose an undue hardship.
   e. Reassignment cannot be used to segregate disabled employees to a particular job position.
4. Part-time or modified work schedules.
5. Granting unpaid leave.
6. Acquisition or modification of equipment.
7. Providing qualified readers or interpreters, but not personal items such as glasses and hearing aids.
8. Adjustment or modification of exams, training materials or policies.

In determining whether a reasonable accommodation can be made and what the accommodation should be, the employer and employee should be engaged in an interactive process. The employer is not required to provide the “best” accommodation or the one selected by the employee so long as it is sufficient to meet the job-related needs of the individual being accommodated. If the employee is found to be a qualified individual with a disability, the Ridley School District will have sixty (60) days from the date of the qualification findings to develop and implement provisions of reasonable accommodations to the known physical or mental limitations of the qualified employee with a disability. Employers are only required to accommodate known disabilities, it is the responsibility of the individual with a disability to inform the employer that an accommodation is needed.
As an employee or prospective candidate if you feel that you have a qualifying disability, please contact the district human resources/personnel administrator.

FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY 335

The details of the Family and Medical Leave Act (hereinafter referred to as "FMLA") guidelines are to be left to the discretion of the Superintendent, the guidelines must adhere to the following basic principles from the District policy:

1. Guides advising employees of their rights and responsibilities shall be developed and posted.
2. All requests for leave (both FMLA leave and non-FMLA leave) shall be made in writing.
3. If an employee requesting an FMLA leave qualifies for and is entitled to any paid leave under an agreement, School District policy or statutory mandate, the employee must utilize said leave during the FMLA leave.
4. Medical certification forms as allowed by the FMLA shall be required whenever authorized by the FMLA, except that the School District's current practices with respect to sick leave shall not change.
5. Employees shall be required to provide a "fitness for duty" certificate upon returning from an FMLA leave when the leave was taken because of the employee's own serious health condition.
6. For purposes of determining whether an eligible employee under the FMLA has exhausted the twelve weeks of leave "in any twelve-month period," the School District shall utilize a rolling twelve-month period measured backwards from the date leave is used so as to avoid "stacking" of back-to-back leave entitlement.
7. Employees are required to utilize FMLA leave. Leaves shall be designated as FMLA if the nature of the leave is covered by the FMLA and exceeds 10 days. If they qualify for other available leave to which they may be entitled, FMLA shall run concurrently.
8. The employee must establish, through medical certification, that there is a medical need for such a leave (as distinguished from voluntary treatments and procedures).
9. If any employee has paid premiums prior to the start of an FMLA leave for health insurance, the employee must continue to pay such premiums on the same terms and conditions as if the employee had continued to work. If the employee is delinquent in the payment of any premium by thirty days or more from the due date for the payment, the School District shall have the option to terminate coverage or to pay the employee's premiums and take action to recover the premiums that were paid on behalf of the employee.
10. Eligibility for an FMLA leave shall be based entirely on the eligibility criteria established by the Family and Medical Leave Act. This policy shall not be construed to expand eligibility for an FMLA leave beyond what is required by the Act.
11. Notwithstanding anything herein to the contrary, this policy shall not restrict or limit any rights employees have to any leaves pursuant to any applicable agreement.
12. This policy was adopted, in part, because of the enactment of the Family and Medical Leave Act. Should that Act be repealed or declared invalid, in whole or in part, this policy shall become wholly void and a new policy will be adopted if and as necessary to comply with law.
HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY
ACT OF 1996 (HIPAA)

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) contains provisions which health insurers must take to ensure that the privacy of health issues are safeguarded for employees. This is true for all members of Ridley School District.

All personnel records, which include medical data, prescription information, pre-existing health conditions, flexible spending accounts, whether medical or dependent/elder care, are kept securely locked at all times. FMLA situations, which arise, are kept confidential in the individual’s business personnel file. Access to these records is available to very limited personnel.

Electronic submissions, that would include additions, deletions, changes for medical, prescription, dental and vision care, as well as flexible spending accounts which are offered to employees, are done through Internet access using a secure user name and password, (this is changed periodically) which is also kept confidential. Here at Ridley, the Benefits Coordinator transmits this type of information.

Employee health information should not be used as a criterion for employment.

Social security numbers and birth dates should be kept on a confidential level.

Members’ medical claims and situations are not openly discussed and any paper matter, that may arise, is kept securely locked in each individual’s business personnel file.

Individuals not involved with handling medical benefits, claims’ questions, etc., are not permitted at any time to discuss employees’ absences, reasons for these absences or anything pertaining to employees’ medical conditions. Information will be released on an individual basis to the proper person here at Ridley School District for resolution only after a signed authorization to release private health information (PHI) has been signed by the employee.

Medical documentation should be submitted in a sealed envelope that is marked confidential to the Benefits Coordinator, Business Manager, or the administrator overseeing human resources, these individuals serve as Privacy Officers for HIPAA. Any mail that is not addressed to a specific person and has a return address of a medical nature should be handed to these Privacy Officers as well.
SEXUAL HARASSMENT POLICY 348

It is the policy of the Ridley School District to maintain a working and learning environment free from sexual harassment. Sexual harassment is hereby prohibited. Any employee of the District who engages in conduct, which constitutes sexual harassment as defined in this policy shall be subject to discipline up to and including discharge. Any employee of the District who is subjected to sexual harassment in the course of his or her employment or as a result of his or her employment with this school district shall have the right to file a complaint under this policy. Any student who is subjected to sexual harassment in the course of his or her tenure as a student in this school district shall have the right to file a complaint under this policy.

Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination prohibited by Titles VII and IX of the Civil Rights Act of 1964, as amended, and the Pennsylvania Human Relations Act. The following behavior constitutes prohibited sexual harassment for the purposes of this policy:

1. unwelcome sexual advances; or
2. requests for sexual favors; or
3. other unwelcome verbal or physical conduct of a sexual nature, where
   a. submission to such conduct is explicitly or implicitly required to the recipient; or
   b. submission to or rejection of such conduct is used as the basis of school or work related decisions affecting the recipient; or
   c. such conduct has the purpose or effect of unreasonably interfering with the recipient’s work or school performance or of creating an intimidating, hostile, or offensive working or learning environment.

Consequences of Violation of Policy by Employees

Any employee of this District who is found to have engaged in conduct constituting sexual harassment may be subject to discipline up to and including discharge. In addition, any employee or student found to have violated this policy may be required to participate in educational or training activities, counseling, or mediation, as a condition of continued employment. Determination of the appropriate disciplinary sanctions or educational or conciliatory requirements shall be based upon the circumstances of the individual case, considering the following factors among others:

1. severity of the misconduct;
2. pervasiveness or persistence of the misconduct;
3. effect on the victim or victims; and/or
4. intent of the perpetrator.

Complaint Procedure

1. The District Sexual Harassment Liaison is the central office administrator that oversees human resources. It shall be the said individual’s responsibility to promptly and thoroughly investigate any and all sexual harassment complaints received or referred by other District staff, and make recommendations to the Superintendent based upon that investigation.
2. Each building principal shall designate one individual to receive sexual harassment complaints from staff and students in that building. Each school year, staff and secondary students shall be notified of the identity of the designated individual, and shall be informed that the said individual is available to receive sexual harassment complaints, answer questions concerning sexual harassment, and assist in resolving
problems within the building which may involve sexual harassment. The verbal or written complaint shall contain, at the very least, the name of the Complainant, the allegations complained of, the name of the individual responsible for the actions complained and/or any pertinent dates or names of possible witnesses. Sexual harassment complaint forms shall be made available in each school office for individuals who would prefer to file such complaints in writing.

3. Students and staff shall also be informed that they may lodge sexual harassment complaints with other appropriate individuals in the district. Students may lodge complaints with teachers, counselors, nurses, or administrators. Staff may lodge complaints with their building principals or the District Sexual Harassment Liaison, or may lodge complaints through their union representatives.

4. In the case of sexual harassment complaints lodged by staff members with the building principal or principal’s designee, the principal or designee may, at the complainant’s request, attempt to resolve the problem informally. If an informal resolution satisfactory to the complainant is reached, no further investigation or action by the District is required.

5. All other complaints not informally resolved to the complainant’s satisfaction, and all complaints lodged by students against staff, shall be referred to the Sexual Harassment Liaison, who shall initiate an investigation which shall include, but not be limited to, the following:
   a. interview of complainant
   b. interview of accused
   c. interview of any other persons with personal knowledge of the allegations of the complaint.

6. Investigations of complaints shall be initiated within five (5) business days of the filing of the complaint. The term “initiate” as used in this context would include the commencement of the preliminary steps of an investigation including such things as the review of the complaint and the scheduling of interviews.

7. All employees involved in such an investigation shall maintain strict confidentiality.

Disposition of Complaint

1. Although investigations should be done as expeditiously as possible, an investigation shall be continued until the District Sexual Harassment Liaison (DSHL) can make a judgment as to whether or not the complaint is substantiated. However, within thirty (30) days of receiving the complaint, the DSHL should issue findings regarding the investigation and note whether or not additional time is necessary in which to investigate the complaint.

2. After an investigation has been conducted, and the DSHL has determined whether charges are substantiated or not, the DSHL shall either within forty-five (45) days of receiving the complaint:
   a. if the charges are not substantiated or inconclusive inform the Complainant of the same in writing within three (3) days of the conclusion of the investigation; or
   b. if the charges are substantiated, inform the Complainant of the same in writing within three (3) days of the conclusion of the investigation. The individual charged in the complaint will have ten (10) days in which to appeal the findings of the SHL’s investigation to the Superintendent subject to the limitations identified below:
      i. If the conclusion of the investigation results in disciplinary action on the part of the district of district employees covered by a grievance
procedure in a collective bargaining agreement, the employee shall utilize either the grievance procedure in the collective bargaining agreement, or

ii. may appeal the finding to the Board of School Directors, but not both.

c. upon completion of an investigation, and any steps, which follow, all records and documents generated shall be confidential and shall be dealt with in accordance with the School District’s policies on student records and employee personnel files.

3. In a case investigated by the District Sexual Harassment Liaison (DSHL), the results of the investigation shall be reported in writing to the Superintendent, the complainant, and the accused. Such report shall include a conclusion and a summary of facts upon which such conclusion is based, and a recommendation as to remediation, if appropriate.

4. If the DSHL concludes that unlawful sexual harassment has occurred, the Superintendent shall determine appropriate remediation and/or discipline. Any disciplinary action shall be subject to limitations of the School Code and other applicable law and any applicable bargaining agreement.

5. If the DSHL concludes that no unlawful sexual harassment has occurred, the parties and the Superintendent shall be so notified. Under no circumstances shall any record of a complaint, which is found to be without basis be released to any person other than the complainant, the accused, and the Superintendent, without consent of the accused, except by order of the court.

6. If the investigation is inconclusive, the Liaison shall so state in his or her report. The Superintendent may, in his or her discretion, order the complainant and the accused to participate in non-disciplinary remediation, including but not limited to meeting, training, counseling, or mediation. Under no circumstances shall an accused or a complainant be disciplined based upon an inconclusive investigation.

7. If the DSHL concludes that the accused is not guilty of unlawful sexual harassment, and the complaint was lodged in bad faith, then the Superintendent may impose appropriate discipline on the complainant, subject to limitations of law and applicable collective bargaining agreements. In addition, if the DSHL concludes that the accused retaliated against the complainant in any way because of the complaint, then the Superintendent may impose appropriate discipline on the accused, subject to limitations of law and applicable collective bargaining agreements.

8. Upon receiving a written request appealing the findings of the investigation, the Board of School Directors, through its solicitor shall set a hearing date. The hearing date will be set and held within forty-five (45) days of the receipt of the request to appeal. The Board shall render a decision on any matter brought before it. The decision shall be based upon all evidence presented at the hearing.

9. The Board shall refrain from undertaking a prosecutorial role in any proceeding brought before it.

10. Whenever the Public School Code of 1949, as amended, or any other Federal or State Statute applies, these procedures shall not be interpreted so as to be in conflict with them. As required by the Public School Code of 1949 and other applicable laws, hearings will be public unless the individual involved requests a private hearing. If required by the Public School Code of 1949 and other applicable laws, at hearings before the Board, a stenographer shall be present to record the proceedings at the expense of the School District. If required by the Public School Code of 1949 and other applicable laws, parties at the hearing shall have the right to be represented by counsel; in any case the right to present evidence and witnesses and the right to cross-examine any witnesses presented. The Board’s decision shall be in writing and shall be issued
not more than ten (10) days after the date of the hearing. The Board’s written decision shall be mailed to each party of record not more than ten (10) days after the date of the decision.

**NON-SMOKING POLICY**

As part of the regulatory scheme in Ridley School District and in an effort to further the goal of consistency among ongoing school programs directed against smoking, supplement the role modeling efforts of parents who fail to direct their children against smoking, generate respect among students for school authority, thereby improving discipline, lend recognition to the plight of non-smokers; and to reflect and emphasize the hazards of smoking, the Board of School Directors enforces a Non-Smoking Policy.

**Definitions**

1. “School District Property” includes school building, school buses, or any other property owned, leased or controlled by the Ridley School District.
2. “Smoking” shall include the possession of a lighted cigarette, cigar, pipe, or other lighted smoking device.
3. “Tobacco Use” shall include smoking and the use of smokeless tobacco in any form.

Since 1 June 1991, tobacco use on all School District property has been prohibited. The prohibition of tobacco use by students, employees, and the general public extends during and after regular school hours.

Since 3 February 1997, anyone who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by, or under the control of a school district, commits a summary offense.

An individual who commits an offense under this policy shall be subject to prosecution initiated by the Ridley School District and shall, upon conviction, be sentenced to pay a fine of not more than $50.00 for the benefit of the District, and to pay court costs.

**WORKPLACE SAFETY**

It is the goal of the Ridley School District to provide a workplace free from unreasonable risk of injury or disease. Towards that goal, a workplace safety committee is established in accordance with the terms and conditions of the District policy. The responsibility for promptly reporting unsafe conditions falls on all District employees. In the event of an accident, the reporting form must be accurately completed in a timely fashion. Employees injured while completing their duties are required to follow District procedures regarding worker’s compensation.

The misuse and abuse of drugs, including alcohol is a very serious problem with legal, physical and social implications for the entire school community. As such, the Board is very much concerned about the problem that may be caused by drug use by its employees, especially as the use relates to the safety, efficiency, and productivity of its employees. The primary purpose and justification for any action would be the protection of the health, safety and welfare of students, staff, and school property as outlined by District policy.
POLICY UPDATES
As an employee in the Ridley School District, you are responsible to follow district policy at all times. This handbook is not meant to serve as a complete listing of the District’s policies, but it is to serve as a guide for applicable policies for this job classification. Additional policies can be found on the district website, in the policy manuals located in each building, or by contacting the Board Secretary. Policies generated in the future are released by the Board of School Directors after the policy approval at a public meeting. The approved minutes of the public meeting are emailed to all district employees.

SECRETARIAL

Group Membership
This Agreement provides for all secretarial staff working a minimum of four (4) hours per day.
Department and job classifications
- Coordinator
- 12-month secretary
- 10-month secretary

Length of the Agreement
The length of the agreement for classified/support employees is contingent upon the department and job classification to which the employee is assigned.

This Agreement will become effective July 1, 2022 and be in force for a period of one (1) year.
2022-2023

Work Year
The length of the work year for classified/support employees is contingent upon the department and job classification to which the employee is assigned.

<table>
<thead>
<tr>
<th>Job Assignment/Classification</th>
<th>Days Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator</td>
<td>261</td>
</tr>
<tr>
<td>12-month secretary</td>
<td>261</td>
</tr>
<tr>
<td>10-month secretary</td>
<td>203</td>
</tr>
</tbody>
</table>

Workday
The length of the workday for classified employees is contingent upon the department to which the employee is assigned. Work schedules are fixed by job assignment and classification and any adjustments must have the expressed written approval of the Superintendent of Schools.

<table>
<thead>
<tr>
<th>Job Assignment/Classification</th>
<th>Paid Hours</th>
<th>Regular Hours **</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator</td>
<td>7 hours</td>
<td>8:00 – 4:00</td>
</tr>
<tr>
<td>12-month secretary</td>
<td>7 hours</td>
<td>8:00 – 4:00</td>
</tr>
<tr>
<td>10-month secretary</td>
<td>7 hours</td>
<td>8:00 – 4:00</td>
</tr>
</tbody>
</table>

** Start and end times may fluctuate depending on building level need: 7-3 PM, 7:15-3:15 PM, 7:30-3:30 PM, 7:45-3:45 PM
Building secretaries may be released on Fridays at 3:30 p.m. if they have not utilized break time during the week at the discretion of the building principal. Building principals may request of the central office prior authorization for overtime work on special projects that extend hours.

**Lunch Periods**
The lunch periods for classified, support employees are in accordance with the guidelines based upon appropriate group assignment.

- Coordinator 1 hour
- 12-month secretary 1 hour
- 10-month secretary 1 hour

**Personnel File**
Any employee shall have the right to review the entire contents of his/her personnel file. An appointment may be scheduled with the office of human resources for the purpose of reviewing the file.

No unfavorable material about an employee shall be placed in his/her file without his/her knowledge. The party submitting such material shall sign all unfavorable material. A copy of all unfavorable material shall be sent to the employee. The employee may answer any material in the file, and such answer shall be attached to the file.

The contents of the file are to be considered confidential and are available to administrative personnel or their designees. No information shall be released to persons other than those designated without the written consent of the employee.

**Assignments and Transfers**
Once employed by the School District through the action of the Board of School Directors at a public session, assignments, and transfers are made at the discretion of the Superintendent of Schools in accordance with board policy and job descriptions developed by the district’s administrative staff.

All open job vacancies in classified/support departmental areas will be posted for all classified/support personnel to review.

**License Requirements**
The school district will pre-pay when required or reimburse those employees for acquiring or maintaining federal, state, or local licenses that are mandated for school district operations excepting Commercial Driver’s CDL school bus drivers’ personal licenses. Among those eligible for payment are locksmith, asbestos removal, electrical, plumbing, and HVAC. Supervisors and department heads should contact the Superintendent or designee regarding requests for such payments. All drivers of district vehicles will be subject to annual DMV checks.
Computer Training and In-service
The school district will arrange to provide computer training and in-service for those classified, support personnel required to use and have access to school district related computer technology and other instructional programs.

Employees within these job classifications will receive their regular hourly rate if they are required to attend in-service training, which takes place in addition to the scheduled workdays.

Paid Holidays
Fiscal employees (twelve month) shall be eligible for a number of paid holidays as adopted by the Board of School Directors. The schedule for these holidays shall be published at the beginning of each fiscal year.

Termination of Employment
When an employee wishes to end employment with the School District, said employee must give a written notice of no less than ten (10) school days.

PAYROLL

Payroll Payment
Payroll disbursement will occur over 26 pay periods (27 during select calendar years). Employees will be paid bi-weekly in accordance with the school year or fiscal schedule provided by the School District’s Business Office. Employees are eligible for and encouraged to use direct deposit.

If a pay date should fall on a school holiday, paychecks will be distributed on the last working day prior to the holiday. These checks will not be available for payment until on or after the check date.

Income Protection
The School District will participate in the cost of Group Income Protection Insurance in a plan selected by the School District from the plans offered by the district’s insurance carrier.

When the School District has properly provided said policy, in no case and in no circumstances shall the School District be required to provide a cash settlement or any other substitute benefit in any form in lieu of the insurance benefits provided for in this Article.

Please note that the District’s contributions to these plans are dependent on the employee’s work schedule if the employee participated in the plan prior to July 1, 1987.

See Disability Insurance and Worker’s Compensation

Miscellaneous Payroll Deductions
Beyond the usual, customary, and normally fixed payroll deductions such as federal and state taxes, social security, etc., the School District’s Business office is authorized to process the following payroll deductions:
**Wage Tax:** Ridley School District employees who live or work in any municipality with a local earned income tax must pay *Eddystone Borough or Philadelphia Wage Tax.*

**Retirement:** Ridley School District employees who are expected to work 80 days or 500 hours, and those working full-time shall be required to be members of the Pennsylvania Public School Employees’ Retirement System and pay the appropriate charges as mandated by the state.

**Local Service Tax:** Ridley School District employees must pay the “LST tax.” The District will deduct the tax in accordance with tax governance. The tax should be deducted from your primary employer. Proof of payment from another employer must be submitted by February 15 to the Business Office to avoid a double payment. Employees that feel the tax was taken in error may apply to the Central Tax Bureau for a refund the following January.

When Authorized by the School District employees, the business office will process the following payroll deductions: Checking, Savings, Vacation Club, Christmas Club, court orders, 403b, wage garnishments, United Way Fund, Credit Union, other approved deductions. Medical, Health Benefit, and Income Protection may be deducted when applicable.

**BENEFITS**

**Bereavement Leave**

All bereavement leave must be taken for funeral business only and used within a six-month time period of the death occurrence.

**Death in Family – Immediate Family**

Whenever an employee shall be absent from duty because of the death in the immediate family, there shall be no deduction in salary or wages of said employee for an absence not in excess of five working days. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild or near relative residing in the same household, or any person with whom the employee has made his home.

**Death in Family – Near Relative**

Whenever an employee is absent because of the death of a near relative, there shall be no deduction in the salary or wages of said employee for absence on the day of the funeral. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.

**Jury Duty**

In order for an employee to receive his normal workday’s salary or wages, the employee must submit the jury commission’s payment of the daily rate to the School District’s Business Office. Upon receipt of the daily rate payment, the Business Office will authorize the disbursement of the employee’s normal workday salary or wages in his bi-weekly pay. The jury commission’s daily rate does not include the travel allowance given to the jurist; the employee should keep this payment. An employee may not opt to “donate” jury duty payment through the court system. Any donation shall also cause a forfeiture of the normal workday’s salary or wages.

**Personal Leave**

Eligible employees shall have two personal leave days per year. Any personal days not used during each year of this agreement will be added to the eligible employees accumulated sick leave or accumulate to a maximum of five (5) personal days at the discretion of the employee.
Eligible employees desiring to use a personal day are required to submit, one week in advance of the day desired to be used, the proper form designated as “Request for Approval of Absence.” In emergency situations, the form may be submitted upon return to duty.

Personal leave days shall not be used for days immediately preceding and following a school holiday or vacation, or during the first or last week of the school year and shall be limited to no more than ten (10%) of the support staff in any one building, unless given the expressed, pre-approved, written consent of the Superintendent.

When a witness or defendant in a case relating to the line of duty, the day shall be as a day worked less any compensation received.

When a substitute worker is required, personal leave days must be taken as full days, no half days permitted.

Three additional personal leave days shall be granted eligible employees in the event of illness or accident of an emergency nature in such member’s immediate family. These days will be deducted from accumulated sick leave days of the eligible employee. Members of the “immediate family” shall be defined as set forth in the Public School Code.

Eligible employees starting before November 15th receive two (2) personal leave days for that school year. Employees starting November 16th and March 15th receive one (1) personal leave day for that school year. Employees starting after March 15th receive no personal leave days for that school year.

One (1) additional personal leave day will be granted to each employee per year. The day must be designated as a “birthday leave” and must be used within one week before or after the employee’s legal birth date. In the case of the week that fall during a “non-work” period, the day must be used in the week of work that most immediately precedes or follows the actual birthday. In the event that the designated day is in conflict, the personnel department must approve special arrangements. The “birthday leave” shall not be carried over or converted to sick leave it is not used during the designated time frame.

Child Rearing Leave
An employee who is expecting or whose spouse is expecting the birth of a child, or who expects to adopt a child, and who wishes to continue employment following a period of absence taken for the purpose of rearing the child, shall be granted a child rearing leave of absence with pay under the guidelines of FMLA.

An employee who wishes a child rearing leave of absence without pay must submit a request for such leave, in writing, to the office of the Superintendent not later than forty-five (45) days prior to the proposed effective date of the child rearing leave.

The written request for child rearing leave shall specify the expected date of birth or adoption of the child and shall specify the anticipated beginning and ending date of the leave. The official date for the beginning of the leave is the date of birth or adoption of the child.
Pregnant employees will not be required to leave prior to childbirth unless they can no longer satisfactorily perform the duties of their position as certified by their physician, and the certificate being submitted to the Superintendent.

Unless otherwise approved by the Superintendent, all childrearing leaves shall be for at least thirty (30) calendar days. The maximum length of the child rearing leave shall be eighteen (18) months.

An employee who has been granted a child rearing leave of absence and who wishes to terminate the leave prior to the approved termination date may do so. A request for an early termination of an approve child rearing leave must be made in writing to the office of the Superintendent at least thirty (30) days prior to the new termination date requested.

An employee who has been granted a child rearing leave of absence and who wishes to have the leave extended may request approval of an extension by making a written request for extension to the office of the Superintendent.

**Sick Leave**

At the beginning of each school year, eligible employees shall be credited with a sick leave allowance in accordance with the appropriate employee classification. Eligible employees shall be credited with a sick leave allowance of twelve (12) days for twelve month, fiscal employees. The unused portion of such allowance shall accumulate from year to year without limitations.

Employees who do not use both of their personal leave days during the school year will have two (2) additional sick leave days added to their sick leave for the next school year or accumulate to a maximum of five (5) personal days at the discretion of the employee.

An employee who is present and then, because of illness, is unable to continue, shall not forfeit any sick leave allowance in excess of one-half day for that day.

If an employee leaves before the end of the school term, or begins employment after the start of the school term, sick leave days shall be prorated to actual time employed; i.e. one (1) day for each full month employed. An employee will be requested to present a doctor’s note for absences of five (5) or more days.

Failure to comply with the procedures listed below may result in a loss of salary or wages for the day(s) of absence. For an employee to be eligible for sick leave pay the following procedure must be followed:

1. The employee must call the district office at extension 1100 to report an absence before the employee’s designated start time.
2. When reporting out sick, please speak clearly and leave your name, position, and school.
3. One to four-day absence: The appropriate School District form “Certification of Illness for Sick Leave Pay,” which is available from the employees’ immediate supervisor or the Business Office, must be properly completed and delivered to the immediate supervisor on the day following the absence. The immediate supervisor will then submit the form to the Central Administration Office for processing.
4. Five or more days successive work absence: An attending physician must certify the employee’s absence on the attending physician’s letterhead or prescription/diagnostic
form. This form is to be attached to the “Certification of Illness for Sick Leave Pay” form and submitted in the manner described above.

Other Unpaid Leaves of Absence

Military Leave – A military leave of absence not to exceed four (4) years shall be granted to any employee who shall enlist for military duty in any branch of the Armed Forces of the United States. This leave is subject to all applicable state and federal laws.

Public Office Leave – A leave of absence not to exceed four (4) years shall be granted to any employee upon application for the purpose of campaigning for, and serving in, a public office.

It shall be the responsibility of the person going on unpaid leave to make arrangements for all medical coverage during the leave at their expense and to reapply for desired coverage upon return from leave.

All paid leave (sick and personal time) must be exhausted prior to an employee requesting payroll deductions (“deduct days”) as unpaid leave.

Worker’s Compensation

The School District maintains Worker’s Compensation insurance as required by law. All employees sign two (2) worker’s compensation explanation sheets for their personnel file and personal records. Employees suffering injury during the course of their employment shall immediately report such injury to their immediate supervisor. All procedures, including documentation and health care provider services, must be followed. The School District Business Office will provide the necessary forms to be filed when and where applicable. Most injuries sustained during work responsibilities will not be covered under regular medical benefits. Therefore, accidents must be reported immediately to be covered under worker’s compensation medical coverage.

Once the Worker’s Compensation claim for a job related injury is determined to be eligible, the employee has three options to consider for compensatory purposes:

1. The employee may choose to receive the Worker’s Compensation check in the amount of approximately two-thirds of the employee’s salary or wages. The School District would receive the check and disburse the check to the employee upon obtaining the employee’s signature for verification of receipt of the check. The Worker’s Compensation check is not taxed nor does it have retirement contributions deducted from it. This option has no effect on the employee’s sick leave.
2. The employee may choose to receive the Worker’s Compensation check in the amount of approximately two-thirds of the employee’s salary or wages and a School District payment for the remaining one-third of salary or wages requiring the use of one sick leave day per three days of absence. The one-third school district payment is taxed and has retirement contributions deducted from it.
3. An employee must be absent from the job for a period of seven consecutive workdays before filing to collect Worker’s Compensation. The Worker’s Compensation check will be sent approximately fourteen days after the initial filing and if approval of such claim is granted.
Disability Insurance
Approved leaves of 90 days are eligible for long-term disability. Employees must complete the proper application with the Benefits Coordinator. The application is forwarded to the insurance carrier for evaluation and final determination of eligibility.

Vacation
Fiscal year (July 1 to June 30) vacations are offered to all eligible, salaried fiscal year employees. The vacation schedules are based on length of service with the school district as a salaried fiscal year employee calculated from July 1 of each fiscal year. New hires on or after July 1 of each year the date of hire as a salaried fiscal year employee will serve as the starting date of vacation accrual until the end of the employee’s first fiscal year with the school district.

Vacation Schedule
1. Effective Anniversary Date of Hire to June 30 = One (1) Earned Vacation Day
   per month to a maximum of Ten (10) Days per fiscal year for new hires.
2. Current Length of Employment
   Equal to 1 year and less than 5 years = 10 vacation days
   Equal to 5 years and less than 10 years = 15 vacation days
   Equal to 10 years and less than 16 years = 20 vacation days
3. One vacation day per year will be added for each year of current employment
   After 16 years to a maximum of 25 vacation days.
   Equal to 16 and less than 17 = 21 vacation days
   Equal to 17 and less than 18 = 22 vacation days
   Equal to 18 and less than 19 = 23 vacation days
   Equal to 19 and less than 20 = 24 vacation days
   Equal to 20 + years = 25 vacation days

Any newly hired employee within the classified, support staff departments who is considered a salaried fiscal year employee will have his or her earned/accrued vacation schedule commence with his or her effective date of hire as a salaried fiscal year employee.

Thereafter, earned vacation accrues at the rate of one vacation day, or pro-rated thereof, per month employed to a maximum of ten (10) vacation days for the first year of employment. The total accrued vacation days must be used during the next fiscal year beginning July 1; thereafter, all earned vacation days must be used during the fiscal year immediately following the fiscal year in which the vacation days were earned and accrued. A fiscal year begins July 1 and ends June 30.

*Pro-rated vacation accrual: 1 day to 15 days per month employed = \( \frac{1}{2} \) of a vacation day
16 days to 31 days per month employed = 1 vac. Day

Examples:
A. James Smith was hired as a full-time custodian effective September 10, 2020. The Ridley School District Board of School Directors approved the effective date of hire at its October 2020 meeting.
   Effective Date of Hire 09-10-20 to 09-30-20 = 1 vac. Day earned
   Oct., 2020 = 1 vac. day earned
   Nov., 2020- = 1 vac. day earned
   Dec., 2021 = 1 vac. day earned
   Jan., 2021 = 1 vac. day earned
Feb., 2021 = 1 vac. day earned
Mar., 2021 = 1 vac. day earned
Apr., 2021 = 1 vac. day earned
May, 2021 = 1 vac. day earned
June, 2021 = 1 vac. day earned

(10) Total Accrued Vacation Days to be used after 07-01-21

B. Alice Jones was hired a full-time secretary effective March 20, 2021. The Ridley School District Board of School Directors approved the effective date of hire at its March 2021 meeting,

Effective Date of Hire 03-20-21 to 03-31-21 = ½ vac. day earned
Apr., 2021 = 1 vac. day earned
May, 2021 = 1 vac. day earned
June, 2021 = 1 vac. day earned

Please note:
When an employee’s anniversary effective date of hire occurs anytime in July, the effective date of hire will be considered as July 1 when determining the 5\textsuperscript{th}, 10\textsuperscript{th}, and 16\textsuperscript{th} through 20\textsuperscript{th} years of service for earned vacation days.

All such vacations shall be taken during the fiscal year following the year they are earned. “Requests for Vacation Day(s)” must be submitted in duplicate to the employer’s immediate supervisor at least three (3) working days prior to the requested leave. In turn, the immediate supervisor will submit the request to the Superintendent of School at least two (2) working days prior to the requested leave. No vacation, or in combination with any other leave time request may extend beyond a two (2) week period without prior written permission from an immediate supervisor.

Medical Benefits

Proportionate Benefits Schedule

Note: All employees, hourly, or salaried, who participated in the School District’s benefit programs prior to 1 July 1987, will continue to do so if the employee desires to participate. The School District will provide Employee, Employee and Spouse, Employee and Child, Employee and Children, or Family coverage. All eligible employees shall be covered by the Blue Cross Personal Choice 20/30/70 plan. Employee contributions will be $25.50 per pay.

Employees shall be reimbursed for in-network out-of-pocket costs for in-patient hospitalization deductibles up to $750.00 incurred under 20/30/70 Personal Choice or a comparable plan upon submission of the proof of payment of the deductible to the district’s benefits office. The request for reimbursement must be made within the same fiscal year as the hospitalization event. When any inpatient hospitalization event ending date occurs on or before March 31\textsuperscript{st}, a request for reimbursement should be submitted on or before June 30\textsuperscript{th}. The member may still submit for reimbursement out or the prior year’s funds as long as the necessary paperwork is filed on or before July 20\textsuperscript{th}. For any inpatient hospitalization event ending dates occurring on or after April 1\textsuperscript{st} through June 30\textsuperscript{th}, the member must submit a request for reimbursement on or before September 30\textsuperscript{th}. If a billing issue limits a member from submitting the proof of payment under the stated time lines, a written request may be made for approval to be determined by the discretion of the Superintendent.
This plan will remain in effect for the length of the agreement unless a change is made regarding the plans or carriers. If a state or federal government medical plan remains law, a review of these plans will be conducted.

Eligible new employees and employees returning from approved leaves will have medical insurance protections effective the first day of work, should they choose to participate in purchasing the plan. Medical Benefit coverage during approved leaves of absence shall be in accordance with the Family Medical Leave Act of 1993.

When the School District has properly provided said policy, in no case and in no circumstances shall the School District be required to provide a cash settlement or any other substitute benefit in any form in lieu of the insurance benefits provided. The School District will continue to seek economical alternatives for employees to purchase health care.

**Dental Benefits**
The School District will provide a Blue Cross of Greater Philadelphia Dental Plan, (United Concordia) or equivalent, to all eligible employees that will include:

Individual, Husband and Wife, Parent and Child, Parent and Children, or Husband and Wife and Children Basic Dental Plan with rider to cover:

- a. Oral Surgery 100% UCR
- b. Prosthetic 100% UCR
- c. Periodontal 100% UCR
- d. Orthodontic 50% Up to $2000 per individual family member per lifetime

Dental coverage is limited to two thousand dollars ($2,000) per calendar year per person covered, except as noted for orthodontic. The district agrees to pay 100% of the cost of this plan.

When the School District has properly provided said policy, in no case and in no circumstances shall the School District be required to provide a cash settlement or any other substitute benefit in any form in lieu of the insurance benefits provided.

These plans will remain in effect for the length of the agreement, unless a change is made regarding the plan(s) or carrier(s).

**Vision Insurance**
The School District will provide a Group Basic Individual, Husband and Wife, Parent and Child, Parent and Children, or Husband and Wife and Children, vision program for each eligible employee. The district agrees to pay 100% of the cost of this plan.
Prescription Drug Plan
The School District will provide an Employee, Employee and Spouse, Employee and Child, Employee and Children, or Family Prescription Drug Plan from Caremark, or an equivalent program available through the Delaware County Healthcare Trust. The Prescription Plan will include $15 co-pay for generic prescriptions, $30.00 co-pay for preferred brand prescriptions, and a $45.00 co-pay for non-preferred brand prescriptions.

Specialty injectable medications will require a $65.00 co-pay for a thirty (30) day supply or a $130.00 co-pay for ninety (90) day supply. The prescription drug plan will include a mandatory mail order requirement for maintenance drugs as defined by the carrier. The mail order service will supply a ninety (90) day supply for the cost of two (2) co-payments at the specific tier. If the individual’s doctor wants the individual to start the drug immediately or determine effectiveness, the initial (30) day supply may be obtained at a retail pharmacy for the appropriate retail co-payment. All subsequent refills must be purchased through the mandatory mail order service.

Subsequent deductible rates will be based upon the district’s base prescription plan.

When the School District has properly provided said policy, in no case and in no circumstances shall the School District be required to provide a cash settlement or any other substitute benefit in any form in lieu of the insurances benefits provided.

This plan will remain in effect for the length of this agreement, unless a change is made regarding the plan(s) or carriers(s).

COBRA Law and District Health Coverage
The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) was enacted, requiring that most employers who sponsor group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called “continuation coverage”) at group rates in certain instances where coverage under the plan would otherwise end. A detailed explanation is as follows:

If you are an employee covered by your employer’s group health plan, you have a right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than misconduct on your part).

If you are the spouse of an employee covered under the employer’s group health plan, you have the right to choose continuation coverage for yourself if you lose group health coverage under the group health plan for any of the following reasons:
   a. death of your spouse;
   b. termination of your spouse’s employment or reduction in your spouse’s hours of employment (for reasons other than gross misconduct);
   c. divorce or legal separation from your spouse; or
   d. employed spouse becomes eligible for Medicare.

In the case of a dependent child of an employee covered by the employer’s group health plan; the child has the right to continuation coverage if group health coverage is lost for any of the following reasons:
   a. death of a parent;
b. termination of a parent’s employment or reduction in a parent’s hours of employment (for reasons other than gross misconduct);
c. parent’s divorce or legal separation;
d. parent becomes eligible for Medicare; or
e. dependent ceases to be a “dependent child” under the group health plan.

The continuation coverage will not be conditioned on a physical examination or other evidence of insurability, and will be identical to the coverage provided to similarly situated employees or family members. Please note that you will be required to pay all or part of the premium for this continued coverage.

You, your spouse or your dependent children (where applicable) will have the option to elect continuation coverage for a period shown below:

<table>
<thead>
<tr>
<th>PERSON</th>
<th>REASON FOR TERMINATION</th>
<th>PERIOD OF COVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Voluntary termination</td>
<td>18 months</td>
</tr>
<tr>
<td></td>
<td>Involuntary termination (except for gross misconduct)</td>
<td>18 months</td>
</tr>
<tr>
<td></td>
<td>Reduction in work hours</td>
<td>18 months</td>
</tr>
<tr>
<td>Spouse</td>
<td>Death of employee</td>
<td>36 months</td>
</tr>
<tr>
<td></td>
<td>Divorce or legal separation</td>
<td>36 months</td>
</tr>
<tr>
<td></td>
<td>Employee eligible for Medicare</td>
<td>36 months</td>
</tr>
<tr>
<td>Dependent Child</td>
<td>No longer qualifies as a dependent under group health plan</td>
<td>36 months</td>
</tr>
</tbody>
</table>

Under the law, your employer must notify the Plan Administrator (except, of course, where your employer is the Plan Administrator) within 30 days of an employee’s death, termination of employment or reduction in work hours, or Medicare eligibility. In these cases, the Plan Administrator must then notify you that you have the right to elect continuation coverage. This notice must be provided within 14 days after the Plan Administrator received notice that one of these events has occurred. In all other cases, the employee or family member has the responsibility to notify the Plan Administrator of a divorce, legal separation or a child losing dependent status under the group health plan.

You have at least 60 days from the date that you would lose coverage because of one of the events described above or the date of the notice from the Plan Administrator (whichever is later) to inform the Plan Administrator that you want continuation coverage. Your election of continuation coverage is deemed to include an election for your family members who would also lose coverage under the group health plan.

The continuation coverage extends from the date of one of the events described above until:
1. 18 months (in the case of termination or reduced work hours) or 36 months (in all other cases described above);
2. the date your employer no longer provides any group health plans to its employees;
3. the premium for your continuation coverage is not paid on time;
4. you become an employee covered under another group health plan, or you become eligible for Medicare benefits;
5. you were divorced from a covered employee, subsequently remarry and become covered under another group health plan;
To prevent a lapse in coverage, if you elect continuation coverage, you can pay any required premium within 30 days after the election. If your employer’s group health plan provides a conversion privilege to other beneficiaries, your employer must also provide you and your family members with the opportunity to enroll under a conversion health plan during the 180-day period preceding the date that continuation coverage expires.

**Remuneration for Unused Sick Leave**

Each classified employee who retires from the Ridley School District in accordance with the provisions of the Pennsylvania Public School Employees Retirement System will be eligible for remuneration for unused sick leave. In order to gain the benefit of this section, employees shall have at least five (5) years of service in the Ridley School District.

Employees will be paid according to the following guidelines for each unused sick day accumulated to a maximum of (200) days, not to exceed $19,000.00* and:

- Five (5) years of service $55.00 for each unused day
- Ten (10) years of service $65.00 for each unused day
- Fifteen (15) years of service $75.00 for each unused day
- Twenty (20) years of service $85.00 for each unused day
- Twenty-five (25) years of service $95.00 for each unused day

The severance pay will be disbursed by check approximately two (2) pay periods after the employee’s retirement date. *Please note that the rate for each unused day may be adjusted or prorated due to hourly and daily rates of eligible employees whose maximum rate does not equal or exceed the above remuneration rates.

**Life Insurance**

The School District will provide a Group Term Life Insurance Policy of two times the basic salary rounded to the nearest one thousand dollars for each eligible employee. The benefit is reduced to one times the basic salary rounded to the nearest one thousand dollars for each eligible employee at age 75 or older.

When the School District has properly provided said policy, in no case and in no circumstances shall the School District be required to provide a cash settlement or any other substitute benefit in any form in lieu of the insurance benefits provided.

*The employee who has held their position for 10 years or more will continue their life insurance policy after retirement until the age of 75.*

This coverage will remain in effect for the length of this agreement, unless a change is made regarding the plan(s) or carrier(s).

**Tuition Reimbursement**

The School District will reimburse support staff employees for courses in accordance with the following provisions
a. A total maximum reimbursement amount of $1,750 is provided for the tuition of all courses. Pre-Approval by the Superintendent or his designee on a course-by-course basis is required to secure the reimbursement for the length of this agreement.

b. The institution offering the course must be an established accredited institution.

c. The institution offering the course must provide a syllabus, detailed information regarding the course and its requirements for credit, an official transcript or certificate upon completion of the course, and a contact person to answer questions regarding its program.

d. A “Tuition Reimbursement Course Approval Application” must be submitted to the Superintendent for review of each course that is proposed for tuition reimbursement. Applications may be obtained by calling the Office of the Superintendent.

e. The maximum reimbursement amount for each fiscal year shall be $1,750. Only courses satisfactorily completed within the fiscal year shall be payable against these funds. Tuition costs incurred by employees beyond the $1,750 limit in any given fiscal year may not be carried over into subsequent years’ amounts. Reimbursement funds are only applicable in a given year. No carry over of unused tuition reimbursement funds is permitted.

f. The form entitled “Request for Tuition Reimbursement” must be filed with the Business Manager of the School District, by April 1 of the fiscal year preceding the year of payment.

g. Upon successful completion of the course(s), reimbursement shall be made on a regular bill list of September, January and June, provided the employee is an employee of the School District at the time when the reimbursement is made at the following month’s meeting.

h. Upon completion of the course(s), the Business Manager of the School District shall be provided with the form “Application for Tuition Reimbursement” listing the institution, course number(s), course description(s), date(s) taken, grade(s), credit hours(s), per credit cost(s), and the total cost(s), along with paid invoices and a certified copy of the transcript or certificate to be sent by the institution at the request of the employee.

i. Courses that require grades and support staff receiving a grade less than “B-” shall not be eligible for reimbursement excepting an allowance of two “C’s” during the term of this agreement.
COMPENSATION

Salary/Hourly Rates

All current secretaries will receive salary adjustments as indicated below. Salaries and wages are considered private and are not to be topics of conversation. Questions regarding payroll should be addressed by the individual with the payroll coordinator.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Annual Flat Rate Increase 2022-2023</th>
<th>Minimum Starting</th>
<th>Substitute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator</td>
<td>$.75/hour</td>
<td>$16.75/hour</td>
<td>$13.00</td>
</tr>
<tr>
<td>12 month secretary</td>
<td>$.65/hour</td>
<td>$16.25/hour</td>
<td>$13.00</td>
</tr>
<tr>
<td>10 month secretary</td>
<td>$.65/hour</td>
<td>$16.25/hour</td>
<td>$13.00</td>
</tr>
</tbody>
</table>

Non-PSERS Eligible Stipend for 2022-23

10 Month Secretaries - $230.00
12 Month Secretaries - $300.00
Coordinators - $350.00

Bonus Pay

Two (2) years of superior rating provides for a bonus provision of five (5) vacation days for 12 month employees or three (3) vacation days for 10 month employees. The employee may opt for a conversion at the daily rate. Ratings will be determined annually by the employee’s supervisor, who will recommend bonus pay to the Superintendent’s Office.

Sick Leave Donation

Employees may donate up to two sick days a year to be utilized for a colleague’s sick bank request. Donated days will not accumulate from year to year and will be managed by the personnel office.

Sick Leave Buy Back (one year only)

The employee who has been employed as a secretary for 6 years or beyond and has demonstrated satisfactory job performance may opt for five sick leave days buy back at their remuneration rate. This request must be made in writing by May 1st.
INDEX

Affirmative Action ........................................................................................................... 4
Americans with Disabilities Act (ADA) ........................................................................ 4-6
Assignments ..................................................................................................................... 13
Bereavement Leave ......................................................................................................... 15
Birthday ............................................................................................................................ 16
Bonus Pay ......................................................................................................................... 26
Calendar ........................................................................................................................... 12
Child Rearing Leave ....................................................................................................... 16
COBRA Coverage .......................................................................................................... 22-24
Deductions ....................................................................................................................... 14-15
Disability Insurance ..................................................................................................... 19
District Policies .............................................................................................................. 3-12
EMS Tax ......................................................................................................................... 15
Equal Rights and Opportunities .................................................................................... 3-6
Family Medical Leave Act (FMLA) .............................................................................. 6-7
Funeral ............................................................................................................................ 15
Group Membership ....................................................................................................... 12
Health Insurance Portability & Accountability Act (HIPAA) ......................................... 7
Hourly Rates .................................................................................................................. 26
Index ............................................................................................................................... 27
In-Service Training ....................................................................................................... 14
Job Description ............................................................................................................... 12
Jury Duty ......................................................................................................................... 15-16
Length of Agreement .................................................................................................... 12
Life Insurance ............................................................................................................... 24
Lunch Periods ................................................................................................................ 13
Medical Benefits .......................................................................................................... 20-24
Other Unpaid Leave ..................................................................................................... 18
Overview ....................................................................................................................... 2
Payroll Deductions ....................................................................................................... 15
Payroll Payment ............................................................................................................ 14
Personal Leave ............................................................................................................. 16
Personnel File ................................................................................................................ 13
Policies ............................................................................................................................ 3-12
Remuneration of Unused Sick Leave .......................................................................... 24
Retirement contribution ............................................................................................... 15
Responsibilities ............................................................................................................ 13-14
Safety ............................................................................................................................. 11
Salary .............................................................................................................................. 26
Schedule ......................................................................................................................... 12-13
Sexual Harassment ..................................................................................................... 8-11
Smoking ......................................................................................................................... 11
Sick Leave ...................................................................................................................... 17-18
Table of Contents ....................................................................................................... 1
Termination of Employment ......................................................................................... 14
Tuition Reimbursement ............................................................................................... 24-25
Vacation ......................................................................................................................... 19-20
Transfers ...................................................................................................................... 13
Wage Tax ....................................................................................................................... 15
Work Year ....................................................................................................................... 12
Workday ......................................................................................................................... 12-13
Worker’s Compensation ............................................................................................. 18-19
Workplace Safety ....................................................................................................... 11