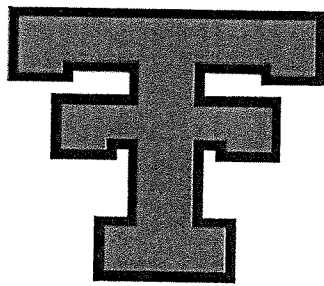


Troy Area School District  
Administrative Support  
Agreement



July 1, 2023 – June 30, 2027

DISTRICT ADMINISTRATION FULL TIME SUPPORT STAFF SALARIES  
AND BENEFITS PLAN

2023-2027

INTENT

Whereas the District Administrative Support Staff employees of the Troy Area School District have requested their salary and benefits be developed through the meet and discuss process; and whereas the Troy Area School District recognizes the need to be fair and consistent between individuals and among the various levels of employee responsibilities, the Troy Area School District Board of Education provides this compensation plan in the spirit of fairness and equity for those employees covered.

TERM

The term of this plan is from July 1, 2023 – June 30, 2027.

CONTRACT YEAR

Effective July 1, 2023 District Administrative Support Staff are scheduled to work 251 days per fiscal year.

Any Full Time District Administrative Support staff hired prior to July 1, 2023 will be allowed to work 241 paid workdays, per Supervisor approval.

During the teacher school year, administrative support staff hours will be 7.5 hours per day. Summer daily hours may change per the Superintendent.

Any employee required to work in excess of forty (40) hours per week, shall be reimbursed at a computed rate of one and one-half (1.5) times his/her established hourly rate.

INCLEMENT WEATHER

When schools are closed due to inclement weather or unforeseen circumstances, Administrative Support staff will be allowed to work from home with no loss in pay as long as the employee has the electronic devices and services required to fulfill their duties when not on-site. The Troy Area School District will not provide the electronic access to employees nor with they discipline employees who lack the devices and/or services. Employees who choose not work remotely may choose to use a contractual leave day, i.e., sick, personal or vacation day.

If School has a delayed opening or an early dismissal during an instructional day due to inclement weather or unforeseen circumstances and if teachers are provided a late start or are dismissed early, all administrative support staff will be allowed to arrive late or leave early with no loss in pay.

FLEXIBLE INSTRUCTION DAY

On authorized Flexible Instructional Day(s) (FIDs), employees can telework if approved by their supervisor and as long as the employee has the electronic devices and services required to fulfill their duties when not on-site. The Troy Area School District will not provide the electronic access to employees nor will they discipline employees who lack the devices and/or services. Employees who choose not work remotely may choose to use a contractual leave day, i.e., sick, personal or vacation day.

COVERED POSITIONS AND COMPENSATION

STARTING WAGES				
Position	2023-2024	2024-2025	2025-2026	2026-2027
Confidential Secretary to the Superintendent	\$19.00	\$19.25	\$19.50	\$19.75
Accountant	\$20.00	\$20.25	\$20.50	\$20.75
Payroll	\$20.00	\$20.25	\$20.50	\$20.75
Child Accounting/Registrar	\$17.00	\$17.25	\$17.50	\$17.75
Receptionist/Bookkeeper and Assistant to Business/Technology/B&G	\$16.25	\$16.50	\$16.75	\$17.00
Food Service Assistant	\$16.25	\$16.50	\$16.75	\$17.00

Employees shall receive the following increases on July 1 of each of the following years:

- July 1, 2024                      2.5%
- July 1, 2025                      2.5%
- July 1, 2026                      2.5%

## LONGEVITY

Each employee, in all categories shall be entitled to a longevity increment paid on the anniversary date of hire, which will become part of their regular salary according to the following schedule:

5 – 9 years of service:	20 cents/hour
10 – 14 years of service:	30 cents/hour
15 – 19 years of service:	50 cents/hour
20 – 24 years of service:	70 cents/hour
25 – 29 years of service:	80 cents/hour

Longevity adjustments for twelve-month employees will be made the first pay in January or July, depending on the date of hire. Longevity adjustments for school term employees will be made in the first pay of the school term or January of the school term, depending on the date of hire. All adjustments will include a lump sum payment reflecting days back to the hire date anniversary.

## BENEFITS

A benefits booklet will be provided for each employee which will provide greater detail of the coverage provided.

The District is a member of the Northern Tier Insurance Consortium (NTIC). The District shall provide insurance plans to the employees through NTIC.

The District shall offer the HDHP-1 Plan in the 2023-2027 years. Employees will be given the opportunity to elect their coverage option once during the plan year (July 1 through June 30). An open enrollment period will be provided once per plan year for the employee to select or decline coverage for the next 12-month period. This coverage decision cannot be changed until the next open enrollment period unless the employee experiences a life-changing event as defined by Section 125 of the Internal Revenue Code.

The medical plans offered through this agreement are a contract between the district and the NTIC and its Third Party Administrator. No dispute over a claim for any benefits extended through this agreement's health care clause shall be subject to the grievance procedure established in this collective bargaining agreement. The parties agree that the terms of the coverage within a particular plan are solely within the discretion of the carrier and that those terms will be accepted as they may be changed.

HDHP-1: The high deductible health care plan includes (for the single coverage) a deductible of one thousand two hundred fifty dollars (\$1,250) and a total out-of-pocket maximum of two thousand dollars (\$2,000). The plan also includes (for the non-single coverage) a deductible of two thousand five hundred dollars (\$2,500) and a total out-of-pocket maximum of four thousand

dollars (\$4,000). In each case the deductible amount is included as part of the out-of-pocket maximum amount.

HRA: The employer agrees to provide a prepaid Health Reimbursement Account (HRA) of two thousand dollars (\$2,000) each day one of each plan year for each member of the bargaining unit who chooses the single coverage plan.

The employer agrees to provide a prepaid HRA of four thousand dollars (\$4,000) each day one of each plan year for each member of the bargaining unit who chooses any of the non-single coverage options.

In each of the above cases (single or non-single coverage) the bargaining unit member shall have access to the HRA on day one of each plan year. The employer contribution of the HRA (\$2,000 or \$4,000) shall be based on the coverage that the member is enrolled in at the time of the deposit and shall be reduced or increased throughout the contract year, to reflect enrollment changes due to IRS Section 125 qualifying events.

Premium Share : HDHP-1 Single Coverage – All bargaining unit members enrolled in the HDHP-1 single coverage will be responsible for paying a premium share as listed below. The employee will have the amount deducted evenly from his/her pay throughout the year to share in the cost of providing insurance. The contribution amounts will be offered on a pre-tax basis subject to Section 125 of the Internal Revenue Code.

Each year thereafter, as an incentive to become a better user of health care, the bargaining unit member's premium share shall be equal to the amount of the HRA that is used to pay for health care cost during the previous year plus any premium share increase for the current year, the amount not to exceed the current year premium share.

2023-2024	\$600/year
2024-2025	\$700/year
2025-2026	\$800/year
2026-2027	\$900/year

HDHP-1 Non Single Coverage: All bargaining unit members enrolled in HDHP-1 non-single coverage will be responsible for paying a premium share as listed below. The employee will have the amount deducted evenly from his/her pay throughout the year to share in the cost of providing insurance. The contribution amounts will be offered on a pre-tax basis subject to Section 125 of the Internal Revenue Code.

Each year thereafter, as an incentive to become a better user of health care, the bargaining unit member's premium share shall be equal to the amount of the HRA that is used to pay for health care cost during the previous year plus any premium share increase for the current year, the amount not to exceed the current year premium share.

2023-2024	\$1,200/year
2024-2025	\$1,400/year

2025-2026	\$1,600/year
2026-2027	\$1,800/year

The employee premium share shall be based on the coverage that the member is enrolled in on July 1<sup>st</sup> and shall be reduced or increased throughout the contract year to reflect enrollment changes due to IRS Section 125 qualifying events.

Late Arriving Bills – It may be possible that the employer will not have access to all health care costs incurred by the employee at the time the employees premium share is set. If the employer is notified of additional costs incurred by the employee after the employee’s premium share has been set, the employer shall notify the employee at least one paycheck in advance of the issue and the new premium share.

Incorrect Usage – It may be possible that the HRA is used to pay for a procedure not covered by the health care plan. If this is the case, the employee will be notified of the incorrect usage and the employee will have one (1) month to present a repayment plan to the employer for the amount. The plan shall both repay the employer in a timely madder and be affordable to the employee.

Once the plan is agreed to the employee shall reimburse the HRA the amount incorrectly spent. If the plan is not agreed to within one month the employer may top usage of the HRA.

Employees ore responsible for understanding the risks and benefits of an HRA. The District will pay all administrative and debit card fees for the employee's HRA. The School District reserves the right to change the administrator of the plan at any time.

Both parties recognize that billing adjustments may cause discrepancies with HRA accounts. The parties agree that should an overpayment check be received it must be submitted to the Troy Area School District Business Office within 15 business days of receipt in order to be deposited into the member HRA account. The parties agree that should a member use the HRA funds for ineligible expenses, the member shall reimburse the District within 30 calendar days of notification. The District agrees that should billing and claim adjustments result in insufficient HRA funds and eligible medical expenses are owed, the District may, if requested, financially assist Association members in an attempt to prevent members from being financially harmed; and the Association recognizes that all financial assistance is temporary and that no member will benefit financially from any such assistance. Should the District be able to show that a member should not have received the financial assistance referenced above, or that the member benefitted financially from the assistance, the Association agrees the member shall reimburse the District within 30 calendar days of notification. The Association further agrees the District retains all rights of law to take action to make it whole.

The Troy Area School District Board of Education agrees to provide Insurance for each employee, to include dependent coverage. Whereas, in a case of both husband and wife being employed within the Troy Area School District, one plan coverage will be purchased. The coverage will be subscribed on the employee with the greater seniority. Should the employee elect not to take the coverage, the purchase price would be canceled. All employees shall be covered under the same group policy.

The Board agrees to maintain the present carrier for continuation of the same hospitalization plan in effect, and the board will cover any increase in costs for the program during the life of the contract. The plan shall be extended to provide coverage for dependent children to age 26.

It is agreed that the present carrier for health and dental insurance for those who select it, shall continue for the term of this contract except, should a joint committee of the Association and Board mutually select another carrier to provide the same or better coverage/benefits at a savings to the district, the carrier(s) may be changed, provided both the Association and board ratifies any proposed change.

Said joint committee shall consist of four Association representatives and four Board representatives, and will meet at the request of either party to consider changing insurance carriers. Such meeting of the joint committee shall take place within thirty (30) days of the initial request. It is understood that this committee will meet only to discuss and/or recommend, upon mutual agreement, the selection of another insurance carrier(s). Such change in carrier(s) may only take place upon ratification of the Association and the Board.

All employees shall continue to be covered by the dental plan. The Troy Area School District Board of Education shall provide all the benefits, coverage, and services that are provided for and stated in the Blue Cross/Blue Shield and Delta Dental booklets.

1. Dental Insurance

Employee dental coverage: \$2,000 annual maximum.

2. Life Insurance

A term life insurance policy in the amount of \$50,000 shall be purchased by the district for each employee.

3. Vision Insurance

A vision plan, with a choice of – at a minimum – a family or individual plan, will be offered with total cost to be paid by employee. The vendor for the vision plan shall be jointly selected by the Association and the District.

4. Description to Employee

The Board shall provide to each employee a description of the insurance coverage provided under this Article no later than the beginning of the school year, which would include a clear description of conditions and limits of coverage.

5. Health Insurance Waiver

An open enrollment period will be provided once per plan year for the employee to decline participation in the health care plan in exchange for monetary compensation. Any employee declining coverage must show proof of coverage elsewhere.

A participating employee shall receive annual compensation in the amount of Two Thousand Five Hundred and No/100 Dollars (\$2,500.00) in the form of two separate

payments of One Thousand Two Hundred and Fifty and No/100 Dollars (\$1,250) each, so long as the participating employee is an active employee at the time payment is due.

Should more than eight (8) bargaining unit members utilize this section the yearly amount shall increase to four thousand dollars (\$4,000).

Should more than ten (10) bargaining unit members utilize this section the yearly amount shall increase to five thousand dollars (\$5,000).

Married couples employed by the District are not eligible to participate.

It is the responsibility of the employee to notify the School District through its Business Office each year of the employee's intent to waive the School District's health plan insurance benefits and participate in the buy-out. Participating employees must also provide written proof of medical insurance by a specified date each year.

A participating employee has the right to re-enroll in the health insurance plan at the next annual enrollment period unless there is a "life-changing event", which is defined as one or more of the following:

- a) Marriage, divorce, or legal separation of the employee
- b) Death of employee's spouse or child(ren)
- c) Birth or adoption of a child(ren) by employee or spouse, change in number of dependents
- d) Loss (voluntary or involuntary) of job by spouse
- e) Change in employment status from full-time to part-time or vice versa for employee or spouse
- f) Change in spouse's health insurance coverage, which results in a loss of major benefits
- g) Spouse becomes Medicare eligible

In the event of a "life changing event," as verified or confirmed by the District and upon written notification to the District and in compliance with the health insurance plan and applicable IRS regulations, enrollment of the employee in the School District's health plan will occur immediately.

#### 6. Section 125 Plan

The School District shall continue to maintain an IRS Section 125 plan, which makes available to all employees Flexible Spending Accounts for medical expenses and dependent care expenses.

The program will be effective from July 1 through June 30 of each year.

Employees may participate in either or both plans by making an annual election.



The medical care expense reimbursement plan and the dependent care expense reimbursement plan both have maximum contribution amounts. All employees will have an annual opportunity to elect to participate and/or change their contribution amounts, which will be made over a 26/27 period cycle, from July 1 through June 30.

All employees will continue to have their premium assistance contributions federally tax deferred pursuant to Section 125 of the Internal Revenue Code unless a written request is submitted to the Business office on or before the first regular business day falling on or after June 9 of each year.

Employees are responsible for understanding the risks and benefits of the program, which will be implemented and administered by a plan administrator(s) chosen by the parties. If an administrative charge is assessed by the current plan administrators the charge shall be the responsibility of participating employees.

The School District reserves the right to change the administrator of the plan at any time. If a charge is assessed, it will be responsibility of the employee.

#### VACATION

Twelve (12) Month employees shall be granted the following paid holidays for Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, MLK Day, Good Friday, Memorial Day, Independence Day and Labor Day.

All full-time twelve (12) month employees shall be eligible for ten (10) days of vacation at the start of employment. Part-time twelve (12) month employee shall be eligible for five (5) days of vacation at the start of employment. If the start date is not July 1<sup>st</sup>, the vacation days will be prorated from the start date to the following July 1<sup>st</sup>.

Upon completion of five (5) to nine (9) full years of employment, the full-time employees shall be eligible for fifteen (15) days of vacation and part-time employees shall be eligible for ten (10) days of vacation.

Upon completion of ten (10) or more years of employment, the full-time employees shall be eligible for twenty (20) days of vacation and part-time employees shall be eligible for fifteen (15) days of vacation.

#### MILEAGE

The IRS rate per mile will be paid to employees for the use of the automobile for school purposed, when authorized by the Superintendent or Business Manager.

## LEAVES

### Accumulative Sick Leave Days

On opening day of the work year, each twelve-month employee shall be credited with twelve (12) days sick leave allowance, while school term employees, including casual employees shall be credited with ten (10) days sick leave allowance. Casual employees may not utilize the sick days in increments. The unused portion of such allowance shall accumulate from year to year without limitation. Employees may use sick leave for family illness.

### Worker Compensation – Sick Day Usage

Any employee receiving wage benefits under workers' compensation shall be prohibited from payment under the sick days benefit program also. An exception is that an employee can request a prorated use of sick days available not to exceed the difference between workers' compensation payments and the employee's net paycheck received for a normal work week (excludes voluntary deductions for savings bonds, TSA, etc.).

### Leave of Absence

An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available, shall be granted a leave of absence without pay. The employee shall have the opportunity to return to his former position. The Board shall continue to provide fringe benefits for the duration of the leave; however, these shall be at the expense of the employee. This leave of absence shall last no longer than one (1) year. Employees must return to a full year of service before a second leave of absence would be granted.

### Leaves – Death

Whenever any bargaining unit member or temporary bargaining unit member shall be absent from duty because of a death in the immediate family of said employee, there shall be no deduction in salary of said employee for an absence not in excess of five school days. The Board of Directors may extend the period of absence with pay in its discretion as the exigencies of the case may warrant. Members of the immediate family shall be defined as grandparent, grandchildren, father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, niece, nephew (children of sibling, not to include great nieces/nephews), brother or sister-in-law, son or daughter-in-law, step-parent, step sibling, or a near relative who resides in the same household, or any person with whom the employee has made his/her home. Bereavement days must be used within 2 weeks of the death and/or funeral/celebration of life.

Whenever a bargaining unit member is absent because of the death of a near relative, there shall be no deduction in the salary of said employee for absence on the day of the funeral with additional days for out of state travel with the approval of the Superintendent. The Board of Directors may extend the period of absence with pay in its discretion as the exigencies of the case may warrant. A near relative shall be defined as any relative identified in Section 1154 of the Pennsylvania School Code (as of the signing date of this agreement) who is not listed in the paragraph above.

### Legal

Paid leave shall be granted to employees as necessary for appearances in any legal proceedings as a juror, under subpoena, or in connection with the employee's employment with the school system. Said paid leave pursuant to this subsection shall not include criminal matters where the employee has been charged with a crime or is appearing as a defendant, civil actions where the employee is a party to such actions, or administrative actions brought against the employee by the District or the Commonwealth. The district shall pay the employee his/her normal wage or salary for the day. The employee shall be required to reimburse the District the value of the jury or witness fee received, exclusive of mileage reimbursement which the employee shall be entitled to retain. The employee shall furnish documentation of the appearance as soon as practicable in advance of the date the leave is necessary.

### Personal Days

All twelve (12) month employees will be granted three (3) personal days per year. A fourth personal day may be earned by accumulating one hundred (100) unused sick days.

Personal days may be accumulated to an unlimited number, but an employee may only use five (5) personal days in one year. The use of five (5) consecutive days as personal leave may only be done with the prior approval of the Superintendent.

All casual employees will be granted two (2) personal days per year. A third personal day may be earned by accumulating forty-five (45) unused sick days. For casual employees, a personal day means one normal shift for that employee and may not be taken in increments.

Personal days may be accumulated to an unlimited number, but an employee may only use five (5) personal days in one year. The use of five (5) consecutive days as personal leave may only be done with the prior approval of the Superintendent.

Upon permanent retirement from school employment, employees with ten (10) or more years of service in the Troy Area School District will be reimbursed for unused accumulated personal days at the rates set forth in the table below. Reimbursement is contingent upon retirement being effective the following school year.

<b>Submit Retirement Letter</b>	<b>Rate up to 55 days</b>
On or before April 1 of school year	\$40/day
April 2 – May 2 of school year	\$20/day
May 2 – June 1 of school year	\$10/day
June 2 <sup>nd</sup> or thereafter	\$0/day

### Justifiable Leave

Employees may request a leave of absence without pay or fringe benefits for a period of up to one year. The request is to be made in writing to the School Board of Directors, through the Superintendent. For a leave of up to six (6) months, the employee shall be returned to the same position which he held at the time the leave commenced. For a leave of more than six (6) months and up to one (1) year, the employee shall be returned to his/her same position, if available, and

if not, a comparable one. Upon return, all benefits to which the employee was entitled at the time his/her leave of absence commenced, shall be restored to him/her. Any request for an extension of unpaid leave beyond one full year shall be decided by the School Board of Directors in their discretion, and their decision shall not be subject to challenge under this Agreement.

Reimbursement

All employees shall receive reimbursement for unused sick leave. Employees shall be reimbursed at the rate set forth in the table below. Only sick leave accumulated in the district will be counted.

- A. Employees must have worked ten (10) years in the district.
- B. No reimbursement shall be granted for reasons other than bon-a-fide retirement (able to draw pension from PSERS), death or disability.
- C. Reimbursement is contingent upon retirement being effective the following school year.

Submit Retirement Letter	Rate up to 55 days
On or before April 1 of school year	\$40/day
April 2 – May 2 of school year	\$20/day
May 2 – June 1 of school year	\$10/day
June 2 <sup>nd</sup> or thereafter	\$0/day

Unpaid Days Off

The use of unpaid time off – commonly referred to as “dock days” or “deduct days” – shall require pre-approval from the superintendent prior to the use of the leave. Unpaid time off for legitimate purposes or reasons shall not be unreasonably denied by the superintendent.

Unpaid days off shall be reported to the Board as an informational item only.

Employees shall be instead required to utilize the paid leave available to them under the contract and to manage their leave carefully in order to avoid situations where an employee would be required to utilize unpaid days off. The superintendent may waive the conditions of the limit on the number of employees out on any one day but is under no obligation to do so.

This section shall not reduce, enhance or alter either the District’s or the employees’ rights to use other forms of paid or unpaid leave as those leaves are provided elsewhere in this contract or by law.

CREDIT REIMBURSEMENT

For each year of the agreement, reimbursement for courses will be limited to a maximum annual expense for all such applications of \$30,000 per year for the entire support staff bargaining unit.

Employees planning to apply for credit/tuition reimbursement shall notify the District by July 1<sup>st</sup> for fall classes, December 1<sup>st</sup> for spring classes and May 1<sup>st</sup> for summer classes of each applicable year of the expected course and cost of said course. Employees who are in an approved program shall receive preference towards the \$30,000 allotment. The remaining applications shall be reviewed by the superintendent, who shall have the authority to select the order of priority for reimbursement, in order to provide for the most educational beneficial professional development from the \$30,000 pool. In the event the \$30,000 pool is not exhausted with this initial application period, applications for credit reimbursement shall be considered on a case by case basis for the remainder of the school year under the provisions of this article until such time as the \$30,000 is exhausted.

Employees may request undergraduate level courses related to their job and be reimbursed for the cost of the course, with prior approval of the Superintendent or his/her designee. There will be a reimbursement limit of 12 credits per year. Credits completed and earned prior to June 30 of each year will be counted in the previous school year so that the time period used each year in calculating the maximum reimbursement limit of twelve (12) credits or a maximum annual expense of \$30,000 per year from July 1<sup>st</sup> through June 30<sup>th</sup>. Employees shall be reimbursed at the lesser of Penn State graduate credit rate or the actual cost. If an employee is required solely by the District during the course of his/her employment to attend classes or seminars, if not during scheduled hours of work, they shall be paid all expenses incurred such as meals, travel, tuition. Said cost shall not be counted against the \$30,000 mentioned above.

Official college or university transcript and bursar's receipts are required to be submitted to the district administrative office showing courses taken, grades secured, and dates. The minimum grade acceptable for reimbursement shall be a passing grade of "C" or above. Credits will only be reimbursed if the expense reimbursement and supporting documentation is submitted to the Business Office within sixty (60) calendar days of the course completion date.

Employees shall return to work in the Troy Area School District for one year following completion of course work, unless the employee is furloughed. If the recipient of the credit reimbursement does not fulfill his/her contractual obligation to return to work in the Troy Area School District for one year, the full amount paid to the said employee will be refunded to the Troy Area School District, unless waived by the Board.

Employees shall be reimbursed for any fees/classes/courses/seminars taken in order to maintain a license/certification needed for their position and/or desired by the by the District.

EDUCATIONAL CONFERENCES
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The district will pay expenses for educational conferences as approved by the Superintendent.

SIGNATURES

This agreement is made and entered into this 20<sup>th</sup> day of June, 2023 and is by and between the aforementioned members and the Troy Area School District Board of Education.

EMPLOYEES

By: *A. Nash*

By: *Denise V...*

*Jeff A. Chamber...*

*Crystal L. Kube*

*Elyse M. Alway*

*Tanya Mattocks*

TROY AREA SCHOOL DISTRICT  
BOARD OF EDUCATION

By: *Shacile Belmer*

President

By: *Traci Alliland*

Secretary