

COMPENSATION PLAN

Support Staff Supervisors (S3)



JULY 1, 2020 - JUNE 30, 2024



**CUMBERLAND VALLEY SCHOOL DISTRICT
SUPPORT STAFF SUPERVISOR (S3) COMPENSATION PLAN
July 1, 2020 – June 30, 2024**

Terms of the Plan

“School employers shall all be required to adopt written compensation plans which shall apply to eligible school supervisors as provided in this section, and which shall continue in effect until a time specified in the compensation plan, but in no event for less than one year.”

At Cumberland Valley, administration and supervisors will meet on an annual basis to discuss proposed revisions to compensation and benefits.

DEFINITIONS

"Full-time Employee" shall mean an S3 Employee regularly assigned by the Employer to render services for an average minimum of seven (7) hours per day.

"Part-time Employee" shall mean an S3 Employee regularly assigned by Employer to render services for a term not to exceed an average of six hours and fifty-nine minutes (6:59) per day.

SUPERVISION AND EVALUATION OF SUPPORT STAFF SUPERVISOR (S3) POSITIONS

Introduction

Supervisory guidance cannot operate to bring about a maximum of growth if sufficient data is not generated regarding job performance. Evaluation of the effectiveness of job performance is a basic function of those in supervisory and administrative roles.

If good employees are to be selected and recognized, a sound process must be established for determining quality performance. A good performance evaluation system should be kept as simple as possible, and the appraisal system should be conducted in a positive climate.

Procedures for Conducting Evaluation

The Cumberland Valley School District recognizes a need for the continued improvement of job performance. The combined efforts of all employees, instructional and service personnel culminate in the teaching/learning acts of each classroom; therefore, nothing is more important to the success of our school district's educational endeavors than effective performance.

The Superintendent of Schools, through his/her administrative and supervisory team, shall be responsible for the supervision and evaluation of employees of the Cumberland Valley School District.

Supervision is ongoing and provides continuous feedback. An official job review must be conducted at least one time per year to recognize successful performance. If an employee is having difficulties, it is prudent to conduct more than one review. Reviews are necessary to collect valid information and assure the employee is making every effort to correct identified deficiencies.

The supervisor should prepare a review of the employee's performance before the formal meeting. Both parties should have the common purpose of indicating those items where strength now exists and those where improvement is needed. They should reach agreement on the items and focus on the ones needing improvement. The supervisor, when necessary, makes a final judgment on the areas where there is disagreement.

Copies of the evaluation are distributed as follows: one copy is given to the employee, one copy is kept by the supervisor, and one copy is placed in the employee's personnel file.

WAGES

1. Effective July 1, 2020, all S3 employees will be placed at the starting wage or placement wage scale contained in Appendix B of this Document.
2. Effective July 1, 2021 all S3 employees will move up 1 pay step on the pay scale contained in Appendix C of this Document.
 - However, if the Cumberland Valley Education Association (CVEA) agrees to a wage freeze for the 2021-22 fiscal year, the Support Staff Supervisors agrees to a wage freeze for the 2021-22 fiscal year beginning July 1, 2021, and ending June 30, 2022, under the same terms and conditions as agreed upon by CVEA with respect to step movement and pay scale movement in the 2021-22 fiscal year. Without limitation, the wage freeze for the 2021-22 fiscal year may include maintaining Employees at the same pay step and/or pay scale utilized during the 2020-21 fiscal year. By way of example, if CVEA agrees to a wage freeze for the 2021-22 fiscal year which maintains its members at the same pay step and pay scale as utilized during the 2020-21 fiscal year, the District and the Support Staff Supervisors shall implement the same terms with respect to a wage freeze for Employees during the 2021-22 fiscal year, maintaining Employees and the same pay step and pay scale as utilized during the 2020-21 fiscal year.
 - Effective July 1, 2022, Employees shall move up one pay step and onto the next pay scale from those used for any wage freeze during the 2021-22 fiscal year. If, during the 2021-22 fiscal year, Employees' wages are frozen at the 2020-21 pay scale set forth in Appendix B of the Agreement, then for the 2022-23 fiscal year Employees shall move to the pay scale set forth in Exhibit A (being Appendix C of the Agreement), attached hereto, and for the 2023-24 fiscal year to the pay scale set forth in Exhibit B (being Appendix D of the Agreement), also attached hereto.
 - The provisions set forth above in Paragraphs 1 through 2 shall be effective and binding upon the Support Staff Supervisors only if the Teachers Union agrees to a wage freeze during the 2021-22 fiscal year. If the Teachers Union does not agree to a wage freeze, the terms and conditions set forth shall be null and void.
 - This is non-precedent setting.
3. Effective July 1, 2022 all S3 employees will move up 1 pay step on the pay scale contained in Appendix D of this Document.
4. Effective July 1, 2023, all S3 employees will move up 1 pay step on the pay scale contained in Appendix E of this Document.
5. S3 Employees promoted to job classifications in a higher pay range will move across the pay scale to the appropriate pay range, retaining their original pay step. After five (5) consecutive working days, employees who are temporarily charged with the duties of a higher job classification will be compensated at the same pay rate as the higher classification while performing those duties. The higher job classification will be compensated back to day one (1) of work at the higher classification Employees who are temporarily charged less than five (5)

days with the duties of a lower job classification shall retain their current pay rate.

6. S3 Employees who voluntarily demote to a job classification in a lower pay range will move across the pay scale to the appropriate pay range, retaining their original pay step.
7. The District may hire S3 employees above the starting rate in job classifications.

OVERTIME

1. Employees may be required to work overtime at the discretion of the District. No overtime shall be worked except as authorized by the appropriate administrator.
2. Employees who are required to perform work in excess of forty (40) hours in any calendar week Sunday through Saturday shall be compensated at the rate of one and one-half (1-1/2) times their regular hourly rate for any such hours actually worked.
3. Employees who work on any of the holidays listed in this plan shall be compensated at the rate of two (2) times their regular hourly rate for any such hours actually worked on the holiday.
4. An employee called in to work by an authorized supervisor or in a bona fide emergency at a time not contiguous to his/her regular work shift will be paid a minimum of four (4) hours pay, or the appropriate rate for all actual hours worked, whichever is greater.
5. There shall be no duplication or pyramiding of any premium pay provided under this Article or any other Article of this Agreement. Payment of overtime rates and/or compensatory time as provided in this Article shall be in lieu of the payment of any other differential or premium rate provided in this Agreement. The workweek shall be defined as Sunday through the following Saturday.
6. The District shall have the option, during summer recess, to reduce the normal work week to a four (4) day work week with work hours not to exceed the normal scheduled number of work hours per week. The District will provide advanced notice annually of a four (4) day workweek 120 days prior to the last day of the school year.

FRINGE BENEFITS FOR SUPPORT STAFF SUPERVISOR (S3) STAFF

- I. Vacation
- II. Illness or Disability Leave
- III. Childrearing Leave
- IV. Personal Leave
- V. Jury/Witness Leave
- VI. Bereavement Leave
- VII. Medical/Hospitalization Insurance
- VIII. Group Life Insurance
- IX. Additional compensation upon retirement, death, or termination based upon residual sick leave, personal days, and vacation, retirement notification, 403B Plan
- X. Automobile Mileage Allowance
- XI. Dental Care Insurance
- XII. Vision Care Insurance
- XIII. Mandatory Direct Deposit
- XIV. Section 125 Plan
- XV. Paid Holidays
- XVI. Uniforms
- XVII. Adverse Conditions/Designated Personnel
- XVIII. Qualified Extra-Credit Reimbursement
- XIV. Qualified Educational Reimbursement

FRINGE BENEFITS FOR SUPPORT STAFF SUPERVISOR (S3) STAFF

I. VACATION

All twelve-month S3 Employees will receive four weeks' vacation during the school year after serving the district five years. They shall receive three weeks' vacation each year during the first five years of service to the district. Generally, vacations will be taken when school or in-service programs are not in session. A maximum of ten days of vacation may be taken during the school year. S3 Employees cannot take more than five consecutive days of vacation during the school year. The immediate supervisor and District Superintendent must approve all vacation requests. Unused vacation time shall not be cumulative from year to year.

Newly hired twelve (12) month S3 Employees working for less than a full year (July 1 to June 30) shall be entitled in such partial year to paid vacation according to the schedule listed below.

If employment begins between these dates:	Employee shall receive the following vacation days:
August 1 through August 31	13.75 days
September 1 through September 30	12.50 days
October 1 through October 31	11.25 days
November 1 through November 30	10.00 days
December 1 through December 31	8.75 days
January 1 through January 31	7.50 days
February 1 through February 28 (or 29)	6.25 days
March 1 through March 31	5.00 days
April 1 through April 30	3.75 days
May 1 through May 31	2.50 days
June 1 through June 30	1.25 days

II. ILLNESS/DISABILITY LEAVE/DISABILITY INSURANCE

1. An S3 Employee who is unable to perform his/her duties because of illness or disability, and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability up to one calendar year, and upon written request the leave may be renewed at the discretion of the Board. Upon return to employment, the employee shall be entitled to a position similar to the one he left.
2. S3 Employees are provided a long-term disability income plan. The elimination period is 90 days (3 months). The amount of the monthly benefit is 60% of basic monthly earnings, with a

maximum monthly benefit of \$7,500. The benefit period is to age 65 if the disability occurred prior to age 60. If the disability occurs after 60, the benefit period is prorated. If the disability is permanent and other income benefit such as social security is received, these income amounts are deducted from the monthly benefit.

3. Sick Leave Days - All S3 Employees, on full time status, will receive 10 sick days per school year. (School year only S3 Employees will receive 8 sick leave days per school year.) Sick leave not utilized in a given year will accumulate.
4. Where injury or illness in the immediate family requires the S3 Employee's absence from work, Employees may use up to five (5) sick days per year to care for family members.

III. CHILDREARING LEAVE

1. An S3 Employee shall be entitled to childrearing leave without pay for a period not exceeding one (1) year after the date of the child's birth or acceptance of an adoptive child. The employee shall give written notice of intent to utilize said leave to the Superintendent not less than sixty (60) days in advance of the effective date of the leave of absence. The employee shall request such leave specifically in writing not less than thirty (30) days prior to commencement of leave, provided that such notice not be given if an emergency occurs. The employee's position or one equivalent to it shall be held open during the period of childrearing leave. The employee must confirm in writing his/her intention to resume employment by giving at least sixty (60) days' notice prior to his/her scheduled return. If such a leave terminates on or after April 15th of any year, the employee shall notify the School District in writing of the employee's intent to resume employment at the beginning of the next school year and the employee's leave shall be extended until the beginning of school. If the employee fails to give such notice, the employee shall be deemed to have waived the right to resume employment and his/her status, as Employee shall be terminated.
2. The S3 Employee shall receive no compensation during a childrearing leave of absence.
3. Prior to commencing an unpaid childrearing leave, the S3 Employee may utilize accumulated sick leave for the period of any actual disability only, as certified by the employee's physician.
4. An S3 Employee who has completed a minimum of five (5) years of service in the Cumberland Valley School District shall be entitled to the medical and hospitalization insurance coverage as provided in Part F herein below while on such childrearing leave of absence.
5. To the extent that any part of the foregoing childrearing leave is at variance with the lawfully promulgated Rules and Regulations of the Pennsylvania Human Relations Commission, the same shall not be enforced but shall be interpreted and enforced in compliance with such Rules and Regulations, as the same may be adopted from time to time.

IV. PERSONAL LEAVE

1. During each school year, within the terms of this plan, all twelve month S3 Employee's covered by this plan are entitled to three (3) personal leave days with pay each year cumulative to a maximum of six (6). All less than twelve month S3 Employee's covered by this plan are entitled to four (4) personal leave days with pay each year cumulative to a maximum of six (6). Prior notification of intention to use said leave should be submitted in writing so proper records can be maintained. An S3 Employee who has accumulated a maximum of six (6) personal leave days shall have the right to have a maximum of two (2) such personal leave days per year transferred and added to his or her sick leave as additional sick leave.

V. JURY/WITNESS LEAVE

An S3 Employee called for jury duty or to give testimony, on behalf of the school District, as a witness under subpoena, or to testify in cases related to their employment, before any judicial or administrative tribunal shall be compensated for the difference between the Employee's pay and the pay received for the performance of such obligation. Such leave shall be granted with pay upon proper application and receipt of applicable documentation.

VI. BEREAVEMENT LEAVE

1. **Immediate Family:** An S3 Employee shall be entitled to five (5) work days of leave of absence with pay because of the death of a member of the immediate family of such Employee. An Employee desiring such leave shall request the same through the Superintendent or designee. The term "member of immediate family" is defined to include the Employee's father, mother, brother, sister, son, daughter, spouse, grandchild, step child, step parent or any person with whom Employee has made his home at the time of said death. (Note: Section 4 does not apply)
2. **Near Relative:** An S3 Employee shall be entitled to three (3) work days of leave of absence with pay because of the death of a near relative of such Employee. An Employee desiring such leave shall request the same through the Superintendent or designee. Such leave of absence shall include the day of the funeral of the near relative. The term "near relative" is defined to include the Employee's grandparent, brother-in-law, sister-in-law, parent-in-law, son-in-law, or daughter-in-law.
3. **Other Relative:** An S3 Employee shall be entitled to one (1) day leave of absence with pay on the day of the funeral because of the death of the Employee's first cousin, aunt, uncle, niece or nephew. An employee desiring such leave shall request the same through the Superintendent or designee.
4. **Extended Travel:** In the event that an S3 Employee is entitled to bereavement leave under Sections 2 or 3 above, and providing that this leave is because of the death of a relative of the Employee described in Sections 2 or 3 and providing that extended travel of 400 miles or more round-trip is necessary, and providing such leave shall be requested in advance, the Employee shall be entitled to one (1) additional consecutive day of absence with pay.

VII. MEDICAL/HOSPITALIZATION INSURANCE

ARTICLE 10: MEDICAL/HOSPITALIZATION INSURANCE

§1. The Employer shall pay for Full-Time Employees the premium cost of hospitalization and medical insurance coverage as provided by an insurer or insurers selected by the Employer.

§2. Each Full-Time Employee shall have the privilege of electing to have family dependent coverage for his/her spouse and children under the medical and hospitalization insurance provisions mentioned in Paragraph 1 immediately above as the same is available through said insurer or insurers. Effective upon ratification of this agreement new Employees spouses and Employee spouses who are not covered by the employer's medical insurance coverage are only eligible for coverage if the spouse is not eligible for coverage under his or her employer's group medical plan. In addition to the Employer's obligation to pay the premium cost of the coverage attributable to the individual Full-Time Employee under Paragraph 1 immediately above, the Employer shall pay the premium cost attributable to such family-dependent coverage subject to the Full-Time Employee contributions as set forth herein.

1. The School District shall offer A Health Reimbursement Account (HRA) Preferred Provider Organization (PPO) Hospitalization and Medical insurance program, and provide a pharmacy benefit as described below by an insurer or insurers selected by the employer. The PPO with an HRA effective on January 1, 2021, shall include an in-network deductible of \$1,000/\$2,000. The employee shall only be responsible for the first \$500/\$1,000 of the deductible. After that responsibility has been met, the District shall pay the remaining deductible expense via the HRA. This plan will only be offered for plan years 2021 and 2022 only.
2. Effective January 1, 2021 the School District shall offer a Health Saving Account (HSA) – Qualified High Deductible Health Plan (QHDHP) Hospitalization and Medical insurance program, and provide a pharmacy benefit as described below by an insurer or insurers selected by the employer.
3. Effective January 1, 2023 this will be the only plan offered by the District. The QHDHP HSA shall include an in-network deductible of \$2,000/\$4,000.
4. The District will fund this plan in the amount per the following:
 - Plan year 2021 of \$1,500/\$3,000. Expenses above that amount will be borne by the employee. Employer funding will be paid in full in January 2021.
 - Plan year 2022 of \$1,500/\$3,000. Expenses above that amount will be borne by the employee. Employer funding will be paid in full January 2022.
 - Plan year 2023 of \$1,350/\$2,700. Expenses above that amount will be borne by the employee. Employer funding will be paid in full in January 2023.
 - Plan year 2024 of \$1,250/\$2,500. Expenses above that amount will be borne by the employee. Employer funding will be paid in full in January 2024.

§3. Effective July 1, 2021, the Employer will offer a Health Reimbursement Account (HRA)-Preferred Provider Organization (PPO) and a Health Reimbursement account-QHDHP HAS Hospitalization and Medical insurance program and provide a pharmacy benefit as described below by an insurer or insurers selected by the Employer. Three tiers of benefits coverage will be offered under the HRA-PPO and QHDHP HSA.

Three tiers of benefits coverage will be offered under the HRA-PPO and QHDHP- HSA:

- Full-Time Employee individual
- Full-Time Employee plus one
- Full-Time Employee and family

Beginning July 1, 2021, pharmacy benefit will be as described below for the PPO Plan ending on December 31, 2022.

- All Prescription drugs shall require a mandatory soft generic, quantity level limits, prior authorization action, step therapy and have no deductible
- Retail costs for a 30-day supply shall be:
 - \$5 (generic)
 - \$20-brand formulary
 - \$30-brand non-formulary
- Mail order costs for a 90-day supply shall be:
 - \$10 (generic)
 - \$30-brand formulary
 - \$45-brand non-formulary

Each Full-Time Employee will have the option to elect to be covered by either of said HRA-PPO or a Health Reimbursement Account- QHDHP HSA Hospitalization, Medical and Pharmacy program following an open enrollment period.

Full-Time Employees electing HRA-PPO Hospitalization or a Health Reimbursement Account-QHDHP-HSA Medical and Pharmacy program during the term of this agreement shall pay the same rate as the CVEA agreement, but not to exceed the annual premium of the appropriate coverage tier by payroll deduction.

Beginning January 1, 2021, the employee contribution rate toward the cost of the employer's premium cost to include participation in a district wellness plan shall be as follows:

Standard HRA-PPO Plan and QHDHP-HSA Plan:

	Wellness Plan Participant	Non-Wellness Plan Participant
January 1 thru December 31, 2021	14.00%	17.00%
January 1 thru December 31, 2022	14.00%	17.00%
January 1 thru December 31, 2023	14.50	17.50%
January 1 thru December 31, 2024	14.50%	17.50%

Beginning January 1, 2017, employees are strongly encouraged to participate in the district's wellness plan. Failure to participate in the plan shall result in the employee's premium contribution increasing by 3% in the following year above the amount referenced above. The employee and his/her spouse are both required to participate, both must participate in the requirements of the wellness program in order to not be penalized by the higher premium contribution.

The requirements of the wellness plans shall be:

Employees and spouses covered by the insurance plan are required to complete one primary care physician visit (annual physical) per year. Both the employee and covered spouses must certify preventative care compliance a. PSA (men only), b. colonoscopy, c. Pap smear (women only), d. mammogram (women only) e. dental visits. In addition, both employee and covered spouse must sign tobacco affidavit certifying tobacco user/non-tobacco user. If the employee and/or spouse are a user of tobacco, s/he must successfully complete a tobacco cessation program.

Full-Time S3 Employees can opt to discontinue coverage and receive 25% of the annual premium savings. This option is not available to the S3 Employee when the spouse is also a district employee. Those opting out must present proof of alternate coverage to the District. Those who opt out will receive the buyout amount in two (2) checks (December, June). Those Full-Time S3 Employees may rejoin if necessary with proof of a qualifying event resulting with the loss of alternate coverage. There shall be no entitlement to a further buyout if the S3 Employee rejoins the District's coverage.

Effective July 1, 2002, all duplicate healthcare coverage shall be discontinued. Where husband and wife are both District employees, they will be covered by one family policy. Discontinuance of the second or duplicate policy will be mandatory. Couples hired (or who become married) after the effective date of this Agreement and moving forward, shall not be eligible to receive the opt-out payment hereafter.

NOTE: Upon retirement, an S3 Employee may continue medical/hospitalization insurance coverage at the group rate until his/her 65th birthday by remitting the premium to the school district.

VIII. GROUP LIFE INSURANCE

1. The School District shall pay the premium cost of individual life insurance coverage for each medically acceptable S3 Employee, as determined by the insurance company, under a group life insurance program selected by the School District whereby each such supervisor shall be entitled to death benefits in the amount of two and a half (2 1/2) times the employee's annual hourly wage (minimum of \$100,000). If the administrative group desires to purchase additional life insurance, an additional amount of \$30,000 or \$150,000 may be purchased. Proof of insurability will apply to optional coverage.

IX. ADDITIONAL COMPENSATION UPON RETIREMENT, DEATH, OR TERMINATION

1. Upon retirement, a Full-Time S3 Employee having served the Cumberland Valley School District for a period of at least ten (10) years shall be entitled to additional compensation in the form of a cash payment based on the balance of the accumulated sick leave. Payment to be 100% of the first eighty (80) days to his or her credit, multiplied by the per diem rate computed as follows: the number of hours per day worked at the time of the Employee's retirement multiplied by the Employee's regular hourly rate at the time of their retirement. Payment will not be a cash payment but will be in the form of a 403B plan.
2. All retiring S3 Employees will be required to participate in a district 403B Plan upon termination of employment. Eligible contributions include accumulated sick, personal and vacation days, as well as other forms of special pay.

X. AUTOMOBILE MILEAGE ALLOWANCE

1. An S3 Employee who operates his/her private automobile in the performance of his/her professional duties or on official business of the District and provided such business and approximate anticipated mileage shall be approved by the Employee's supervisor, shall be reimbursed a mileage allowance at the rate per actual mile as published by Internal Revenue Service as the allowed standard flat rate for personal income tax deduction purposes. In the event that the Internal Revenue Service discontinues such publication or allowed standard flat rate deduction is terminated, the rate shall be the last allowed by the IRS.

XI. DENTAL CARE INSURANCE

1. The School District shall pay the entire premium cost attributable to each Full-Time S3 Employee for dental care insurance as selected by the School District.
2. Each Full-Time S3 Employee shall have the privilege of electing to have family dependent coverage for his/her spouse and children under the dental insurance provisions mentioned in Paragraph 1 immediately above as the same is available through said insurer or insurers. In addition to the School District's obligation to pay the premium cost for the coverage attributable to the individual Full-Time S3 Employee under Paragraph 1 immediately above, the District shall pay the premium cost attributable to such family dependent coverage.
3. Effective July 1, 2006, all duplicate dental coverage shall be discontinued. Where husband and wife are both District employees, they will be covered by one family policy. Discontinuance of the second or duplicate policy will be mandatory.

XII. VISION CARE INSURANCE

1. The School District shall pay the entire premium cost attributable to each Full Time S3 Employee for vision care insurance as selected by the District.
2. Each Full-Time S3 Employee shall have the privilege of electing to have family-dependent

coverage for his/her spouse and children, and the District shall pay the premium cost attributable to such family dependent coverage.

3. Effective July 1, 2006, all duplicate vision coverage shall be discontinued. Where husband and wife are both District employees, they will be covered by one family policy. Discontinuance of the second or duplicate policy will be mandatory.

XIII. MANDATORY DIRECT DEPOSIT

Direct deposit of payroll at a bank or financial institution designated by the S3 Employee will be mandatory for all employees unless they can provide written documentation, from a financial institution, of their inability to secure banking services. Employees with direct deposit are required to obtain their payroll records electronically. Use of a district computer is permitted to access and print payroll records.

XIV. SECTION 125 PLAN

1. All employees under the Support Staff Supervisor (S3) Compensation Plan will be eligible to participate in a Section 125 Plan to include premium only, medical reimbursement and dependent care reimbursement plans. This plan will not be in effect after December 31, 2022.
2. The employer will implement an IRS Section 125 Plan to allow the applicable employee participation payment to be deemed a pre-tax deduction. As a result of changes to regulations governing Section 125 unreimbursed medical FSA plans under the Internal Revenue Code, the plan document will be modified to permit \$500 of unused health FSA amounts remaining at the end of a plan year to be paid or reimbursed to plan participants for qualified medical expenses incurred during the following plan year.
3. All employees who are enrolled in the QHDHP-HSA Health Plan will be eligible to participate in a Limited Purpose Section 125 Plan for dental and vision reimbursement and dependent care reimbursement plans.

XV. PAID HOLIDAYS

1. Ten (10) paid holidays shall be granted to all twelve-month S3 Employees: New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day.
2. All twelve-month S3 Employees will also receive one (1) paid flex day to be taken on day's designated non-student/non-staff days on the district calendar.
3. Nine (9) paid holidays shall be granted to all S3 Employees working less than twelve months during the year: New Year's Day, President's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day.
4. S3 Employees who work on any of the holidays listed above shall be compensated at the rate of

two (2) times their regular hourly rate for any such hours actually worked on the holiday.

5. If the S3 Employee is on sick leave when an above holiday is observed that day shall not count as sick leave.
6. Holidays occurring on a Saturday shall be observed on the immediately preceding Friday and holidays occurring on a Sunday shall be observed on the immediately succeeding Monday.

XVI. UNIFORMS

Annually, the District will provide the required uniforms, in a manner to be determined by the District, for Supervisors.

XVII. ADVERSE CONDITIONS/DESIGNATED PERSONNEL

1. The District will designate which classifications of S3 Employees they consider "essential" during adverse weather events or other unforeseen emergencies. Designated employees shall be as follows:
 - Custodial Supervisors
 - Maintenance Supervisor
2. Designated S3 Employees will be required to work regardless of school delays, early dismissals, or closings. In consideration for this, designated Employees shall be compensated five hundred dollars (\$500) per school year (regardless of the number of days, hours, or events) payable on the last payroll payment of the fiscal year. An employee who begins work after January 1 or works less than fifty percent (50%) of the designated events shall receive a prorated compensation of two hundred dollars and fifty (\$250). Employees, who are required to perform work in excess of forty (40) hours in any calendar week, Sunday through Saturday, shall be compensated at the rate of one and one-half (1-1/2) times their regular hourly rate for any such hours worked.
3. All non-designated S3 Employees will not be required to work during unscheduled school delays or unscheduled early dismissals, however they will be paid a full day's pay at their regular hourly rate times the regular number of hours they normally work each day in such instances. In the event of an unscheduled school delay or early dismissal, the Superintendent will determine reporting and dismissal times for all non-designated employees. Student delay or dismissal times shall not be the determining factor. The employee must report to work to qualify for payment of the full day and arrive or dismiss within the specified time directed by the superintendent.
4. Food Service Supervisors who are required to work during unscheduled school delays will be paid a minimum of two (2) hours pay, or the appropriate rate for all actual hours worked, whichever is greater in the event the school day is canceled.
5. Employees who report off due to illness or injury on an adverse weather day may be required to bring in a doctor's note.

XVIII QUALIFIED EXTRA-CREDIT REIMBURSEMENT

1. The School District agrees to reimburse employee for actual tuition expense incurred by the employee for educational courses on the terms and within the following limitations:
 - a. The employee must have academic credentials of at least a High School Diploma
 - b. All courses and credits must be approved in advance by the Superintendent and must be (1) college or university credits in the employee's field or (2) credits earned in a higher degree or certification program, or (3) courses meeting the criteria for approval under subsections h (1), h (2) or h (3) of this article. Pre-approved courses and credits changed by college or university officials must be resubmitted and approved by the Superintendent prior to completion of the course.
 - c. An employee newly employed by the Cumberland Valley School District must commence the course for which he/she seeks reimbursement subsequent to beginning assignment in the S-3 employee group.
 - d. The course must be completed successfully with an earned grade of at least a "B".
 - e. Responsibility for course and credit pre-approval as well as submitting to the Superintendent necessary documentation for course and credit completion rests with the employee.
 - f. No reimbursement will be paid for credits earned in excess of eighteen (18) credits per year during any one fiscal year of this school district.
 - g. Reimbursement for actual tuition cost shall be paid to the employee subject to the following limitations:
 - 1) The maximum per credit reimbursement for each credit within a Associates or Bachelors program, other approved or accredited college or university credits in an employee's field completed with a grade of "A" or "B" or "PASS" where PASS-FAIL is mandatory, shall be one hundred percent (100%) of the amount charged per credit by Shippensburg University at the time the course was taken.
 - 2) The Employee shall only be entitled to reimbursement once per year for any three-credit course of instruction being one (1) week in duration.
 - 3) The employee shall receive reimbursement for any online courses as follows:
 - Online courses may be approved at the discretion of the Superintendent if such courses are in the employee's field or certification or for a higher degree, provided the course syllabus is submitted with the application for approval.

- h. Payment of reimbursement will be made only upon receipt by the District of the employee's grade record.
- i. Reimbursements made thereunder may become a part of the employee's salary if district pays more than \$5,250 for educational benefits to the employee during the year, the employee must pay tax on the amount over \$5,250. The district will include in your wages (Form W-2, box 1) the amount that you must include in income.
- j. The employee must remain employed by the District for a minimum period of two (2) years following completion of the course. Failure to remain for two full years will result in repayment of the reimbursement to the District. Employees leaving the employment of the District for purposes of retirement, disability, suspension, or termination by the District are excluded from this requirement.

XIX. QUALIFIED EDUCATIONAL REIMBURSEMENT

1. An employee may apply to the Superintendent for reimbursement for coursework that will enhance said person's skills and be of benefit to Cumberland Valley. This coursework may take the form of seminars or workshops that can be directly tied to the employee's job function(s). The employee must receive pre-approval from the Superintendent in order to receive District reimbursement for a seminar or workshop. The District will reimburse the employee for the actual cost of the workshop. If Cumberland Valley requires the employee to complete a training session, then the District will bear the entire cost of the required training.
2. An employee may apply to the Superintendent for reimbursement for coursework that will enhance said person's skills and be of benefit to Cumberland Valley. This coursework may take the form of seminars or workshops that can be directly tied to the employee's job function(s). The employee must receive pre-approval from the Superintendent in order to receive District reimbursement for a seminar or workshop. The District will reimburse the employee for the actual cost of the workshop. If Cumberland Valley requires the employee to complete a training session, then the District will bear the entire cost of the required training.

APPENDIX A
RANGE/POSITIONS/STARTING RATE

Pay Range I

Elementary Food Service Supervisor

July 1, 2020	Starting Rate - \$ 17.80
July 1, 2021	Starting Rate - \$ 18.00
July 1, 2022	Starting Rate - \$ 18.20
July 1, 2023	Starting Rate - \$ 18.40

Pay Range II

Middle School Food Service Supervisor, Assistant High School Food Service Supervisor, Middle School Custodial Supervisor

July 1, 2020	Starting Rate - \$ 20.25
July 1, 2021	Starting Rate - \$ 20.45
July 1, 2022	Starting Rate - \$ 20.65
July 1, 2023	Starting Rate - \$ 20.85

Pay Range III

High School Custodial Supervisor, High School Food Service Supervisor, District Custodial Supervisor, Payroll Assistant, HR Assistant

July 1, 2020	Starting Rate - \$ 21.75
July 1, 2021	Starting Rate - \$ 21.95
July 1, 2022	Starting Rate - \$ 22.15
July 1, 2023	Starting Rate - \$ 22.35

Pay Range IV

District Food Service Supervisor, Payroll Supervisor, Accounts Payable Supervisor, Maintenance Supervisor, Security Supervisor

July 1, 2020	Starting Rate - \$ 22.25
July 1, 2021	Starting Rate - \$ 22.45
July 1, 2022	Starting Rate - \$ 22.65
July 1, 2023	Starting Rate - \$ 22.85

Appendix B 2020-21

Step/Range	1	2	3	4
1	17.80	20.25	21.75	22.25
2	18.30	20.75	22.25	22.75
3	18.80	21.25	22.75	23.25
4	19.30	21.75	23.25	23.75
5	19.80	22.25	23.75	24.25
6	20.30	22.75	24.25	24.75
7	20.80	23.25	24.75	25.25
8	21.30	23.75	25.25	25.75
9	21.80	24.25	25.75	26.25
10	22.30	24.75	26.25	26.75
11	22.80	25.25	26.75	27.25
12	23.30	25.75	27.25	27.75
13	23.80	26.25	27.75	28.25
14	24.30	26.75	28.25	28.75
15	24.80	27.25	28.75	29.25
16	25.30	27.75	29.25	29.75
17	25.80	28.25	29.75	30.25
18	26.30	28.75	30.25	30.75
19	26.80	29.25	30.75	31.25
20	27.30	29.75	31.25	31.75
21	27.80	30.25	31.75	32.25
22	28.30	30.75	32.25	32.75
23	28.80	31.25	32.75	33.25
24	29.30	31.75	33.25	33.75
25	29.80	32.25	33.75	34.25

Appendix B 2021-22

Step/Range	1	2	3	4
1	18.00	20.45	21.95	22.45
2	18.50	20.95	22.45	22.95
3	19.00	21.45	22.95	23.45
4	19.50	21.95	23.45	23.95
5	20.00	22.45	23.95	24.45
6	20.50	22.95	24.45	24.95
7	21.00	23.45	24.95	25.45
8	21.50	23.95	25.45	25.95
9	22.00	24.45	25.95	26.45
10	22.50	24.95	26.45	26.95
11	23.00	25.45	26.95	27.45
12	23.50	25.95	27.45	27.95
13	24.00	26.45	27.95	28.45
14	24.50	26.95	28.45	28.95
15	25.00	27.45	28.95	29.45
16	25.50	27.95	29.45	29.95
17	26.00	28.45	29.95	30.45
18	26.50	28.95	30.45	30.95
19	27.00	29.45	30.95	31.45
20	27.50	29.95	31.45	31.95
21	28.00	30.45	31.95	32.45
22	28.50	30.95	32.45	32.95
23	29.00	31.45	32.95	33.45
24	29.50	31.95	33.45	33.95
25	30.00	32.45	33.95	34.45

Appendix B 2022-23

Step/Range	1	2	3	4
1	18.20	20.65	22.15	22.65
2	18.70	21.15	22.65	23.15
3	19.20	21.65	23.15	23.65
4	19.70	22.15	23.65	24.15
5	20.20	22.65	24.15	24.65
6	20.70	23.15	24.65	25.15
7	21.20	23.65	25.15	25.65
8	21.70	24.15	25.65	26.15
9	22.20	24.65	26.15	26.65
10	22.70	25.15	26.65	27.15
11	23.20	25.65	27.15	27.65
12	23.70	26.15	27.65	28.15
13	24.20	26.65	28.15	28.65
14	24.70	27.15	28.65	29.15
15	25.20	27.65	29.15	29.65
16	25.70	28.15	29.65	30.15
17	26.20	28.65	30.15	30.65
18	26.70	29.15	30.65	31.15
19	27.20	29.65	31.15	31.65
20	27.70	30.15	31.65	32.15
21	28.20	30.65	32.15	32.65
22	28.70	31.15	32.65	33.15
23	29.20	31.65	33.15	33.65
24	29.70	32.15	33.65	34.15
25	30.20	32.65	34.15	34.65

Appendix B 2023-24

Step/Range	1	2	3	4
1	18.40	20.85	22.35	22.85
2	18.90	21.35	22.85	23.35
3	19.40	21.85	23.35	23.85
4	19.90	22.35	23.85	24.35
5	20.40	22.85	24.35	24.85
6	20.90	23.35	24.85	25.35
7	21.40	23.85	25.35	25.85
8	21.90	24.35	25.85	26.35
9	22.40	24.85	26.35	26.85
10	22.90	25.35	26.85	27.35
11	23.40	25.85	27.35	27.85
12	23.90	26.35	27.85	28.35
13	24.40	26.85	28.35	28.85
14	24.90	27.35	28.85	29.35
15	25.40	27.85	29.35	29.85
16	25.90	28.35	29.85	30.35
17	26.40	28.85	30.35	30.85
18	26.90	29.35	30.85	31.35
19	27.40	29.85	31.35	31.85
20	27.90	30.35	31.85	32.35
21	28.40	30.85	32.35	32.85
22	28.90	31.35	32.85	33.35
23	29.40	31.85	33.35	33.85
24	29.90	32.35	33.85	34.35
25	30.40	32.85	34.35	34.85