



**HANDBOOK  
FOR  
ADMINISTRATIVE ASSISTANTS  
AND  
CONFIDENTIAL SECRETARIES**

**Approved by the Board  
of School Directors  
June 28, 2018**

**For the period  
July 1, 2018 through  
June 30, 2021**

# ADMINISTRATIVE ASSISTANTS AND CONFIDENTIAL SECRETARIES

## HANDBOOK

### I. POSITIONS COVERED BY THIS AGREEMENT

- A. Superintendent's Administrative Assistant
- B. Director of Management Services' Administrative Assistant
- C. Director of Human Resources' Administrative Assistant
- D. Human Resource Secretary
- E. Benefits Specialist

### II. CLASSIFICATION OF EMPLOYMENT

#### A. Full-time:

Works at least six (6) hour or more per day for a total of at least thirty (30) hours a week.

#### B. Part-time:

Works less than six (6) hours per day and works less than thirty (30) hours a week.

### III. WORK SCHEDULES

#### A. Full-time:

The normal workday is eight (8) hours, from 8:30 a.m. to 4:30 p.m. with one hour for lunch. Exact work schedules will be determined by supervisors.

### IV. HOLIDAYS

As per district calendar.

### V. VACATION

- A. Administrative Assistants, Confidential Secretaries and the Benefits Specialist in their first year accrue vacation at the rate of .83 days for each month worked. For example, an employee under contract for the entire year (12 months) receives ten (10) working days paid vacation.

- B. Administrative Assistants, Confidential Secretaries and the Benefits Specialist who have completed one year will begin earning fifteen (15) vacation days per year (1.25 days per month worked); administrative assistants and confidential secretaries and the Benefits Specialist who have completed eight (8) consecutive years will begin receiving eighteen (18) vacation days per year (1.5 days per month worked); and Administrative Assistants, Confidential Secretaries and Benefits Specialist who have completed nine (9) consecutive years will receive twenty (20) vacation days per year (1.67 days per month worked). Administrative Assistants, Confidential Secretaries and the Benefits Specialist may carry thirty (30) days of vacation into the new fiscal year.
- C. Upon retirement or resignation, Administrative Assistants, Confidential Secretaries and the Benefits Specialist are entitled to be paid for up to twenty (20) days of unused vacation days at employee's per diem rate.
- D. Two weeks prior approval by the employees' immediate supervisor is required when using vacation leave. Vacation leave shall be planned so as not to interfere with job responsibilities and the efficient and effective operation of the School District
- E. Employees may carry over a maximum of thirty (30) vacation days to a new school year. Employees must use a minimum of ten (10) vacation days each year. If ten (10) vacation days have been used, employees may request to be paid for up to five (5) unused vacation days at their per diem rate at the end of the school year.

## VI. SICK LEAVE FOR PERSONAL ILLNESS OR INJURY

- A. Administrative Assistants, Confidential Secretaries and the Benefits Specialist accrue sick leave at the rate of one paid day for every month worked. For example, a secretary under a full-year contract (12 months) will receive twelve (12) paid sick leave days per year.
- B. Administrative Assistants, Confidential Secretaries and the Benefits Specialist accumulate unused sick leave from year to year on an unlimited basis. A running account of sick leave is posted on paychecks on a monthly basis.
- C. Administrative Assistants, Confidential Secretaries and the Benefits Specialist are entitled to the use of all accumulated days of sick leave.
- D. Should an employee exhaust sick leave before the disability insurance coverage takes effect, his/her paycheck will be deducted at the per diem rate.

- E. Sick Leave Buy-back: The employee must have completed ten (10) years of continuous employment with the Rose Tree Media School District as a permanent member of the staff to be eligible for this benefit.

The Board will pay the employee upon termination of his/her employment with the Rose Tree Media School District for:

days 1 – 100	\$50.00 per day
days 101 – 150	\$60.00 per day
any days beyond 150	\$70.00 per day

VII. PERSONAL/EMERGENCY LEAVE

- A. Administrative Assistants, Confidential Secretaries and the Benefits Specialist are entitled to a total of four (4) paid leave days a year to conduct unexpected personal business that could not have been otherwise scheduled, or for other emergencies.
- B. Personal/emergency leave days are not cumulative from year to year. Unused personal/emergency leave days will be converted to sick days at the end of the fiscal year.

VIII. LEAVE FOR FAMILY ILLNESS

- A. Employees may be absent from work for up to three (3) days, singularly or consecutively, with full pay based upon their regularly scheduled workday to attend to the illness of a member of their immediate family, childbirth or adoption. Such absences shall be deducted from the employee's accumulated sick leave, and shall be available only after the employee has used two (2) personal days.
- B. Employees will submit in writing the reason for the leave. In an emergency, such written explanation may be submitted upon the employee's return to work.
- C. The leave may be extended, with pay, at the discretion of the Superintendent.

IX. INCLEMENT WEATHER SCHOOL CLOSING

As a general rule, Administrative Assistants, Confidential Secretaries and the Benefits Specialist are expected to report to work on days when school is closed due to inclement weather. However, this rule has two specific areas of clarification.

- A. The Superintendent reserves the right to close all offices. Employees will be notified of this decision via the telephone chain. The Superintendent will make the final decision.

- B. Employees will attempt to be in by 10:00 a.m. on snow days. This will allow time for digging out problems and possible difficulties on the road. Quitting time on these days may be earlier than usual. However, this decision will be based on developing road conditions during the day. If, for one reason or another, an individual cannot make it to work, he/she should call his/her supervisor and take a personal day or vacation day. This should be reported to the Office of Human Resources the day following the personal day.
- C. Employees will suffer no loss of pay or use of personal or vacation days when buildings open late, close early or are closed due to unforeseeable circumstances.

X. OTHER BENEFITS

A. Eligibility

All full-time employees whose status is not a probationary employee. This definition applies to all fringe benefits: medical, prescription, dental, vision, withdrawal bonus, disability income protection insurance and life insurance.

If applicable to the position, new employees who received board paid benefits as part of their position shall wait eighty nine (89) calendar days and the benefits commence on the 90<sup>th</sup> calendar day from the start of employment.

B. Medical Insurance

- 1. Effective July 1, 2018, the District will offer the following plan:  
Blue Cross Personal Choice HDHP, HD3-HC1 plan coverage or an equivalent plan from another carrier.

During the life of this agreement, the District will pay the full cost of the health insurance premium and will contribute 100 percent (100%) of the deductible in a Health Reimbursement Account (HRA).

C. Prescription Insurance

Effective July 1, 2018, the District shall offer the prescription plan through CVS Caremark or equivalent from another carrier.

The prescription drug plan will include \$10.00 appropriate co-pay for generic prescriptions, \$20.00 appropriate co-pay for preferred brand prescriptions, \$40.00 appropriate co-pay for non-preferred brand prescriptions, \$65.00 appropriate co-pay injectables and \$65.00 copay for specialty prescriptions.

The prescription plan will include: drug quantity management, prior authorization and step therapy programs. The prescription plan will exclude compound prescriptions that are non FDA approved from the plan.

The prescription drug plan will include a mandatory mail order requirement for maintenance drugs as defined by the carrier. The mail order service will permit employees to order up to a 90-day supply but with a 30-day limit on specialty prescriptions and pay two co-pays at the appropriate rate.

D. Affordable Care Act

If at any time during the term of this agreement or before a successor agreement is reached, it becomes known to the Board that any of the healthcare plans approved by the Board to the Meet and Discuss group will incur the excise tax imposed on employers by the federal government through the Affordable Care Act, then the Board and the employees agree to the following:

- a. To meet one (1) year prior to plan implementation to select a new healthcare plan for the Meet and Discuss group that will not be subject to the excise tax and to eliminate the health care plan(s) for the meet and discuss members that will incur the tax.

E. Dental Insurance

1. Description: Delta Dental Premier Plan or equivalent. Board has the right to select the carrier.
2. Eligibility: all full-time employees and their families are eligible to join the plan immediately upon employment.
3. Cost: Employee will contribute \$5.00 per month to the cost of the insurance.
4. Limit of Coverage: complete descriptive literature is available in Office of Human Resources.

F. Dental - Oral surgery

1. Description: Delta Dental Oral Surgery Plan or equivalent.
2. Cost: Board shall contribute one hundred (100%) of the premium for the individual or family plan coverage.
3. Coverage: Oral surgery (100% UCR); Periodontics (50% UCR); Prosthetics (50% UCR)
4. Board has the right to select the carrier.

G. Dental - Orthodontics

1. Description – Delta Dental Orthodontics Plan or equivalent.

H. Vision Plan

1. Description: Board shall offer a vision plan to employees.
2. Cost: Board shall contribute the full cost of the monthly premium.

I. The Medical benefits enumerated above shall, for the remaining years of this agreement, be the same as those benefits afforded members of the Rose Tree Media Education Association.

J. Cost Containment

Each employee who chooses not to elect health and hospital coverage with Rose Tree Media School District shall receive monthly payments. The maximum monthly payment under the provisions of this section shall be two hundred fifty-five dollars (\$255). No withdrawal bonus will be paid to any spouse/dependent of a district employee who is covered by the School District's plan.

K. Disability Income Insurance

1. Description:

This coverage provides for a monthly income guaranteed in the event of a disabling illness or injury. It is twenty-four hour coverage that means the employee is covered for all illnesses and accidents on or off the job. An exception to this rule is a disability occurring while working at another job for remuneration.

Disability Income Protection

- a. Base insurance plan for the individual in first two years in the district amounts to approximately 60% (as determined by insurance carrier) of monthly salary, payable for one year. Payments begin after use of all available sick leave or thirty days of disability, whichever is greater, to a maximum of \$2,000 per month. The Board has the right to select the insurance carrier.
- b. Individual in his/her third year with the district is eligible for long-term disability. If disability continues into second year, benefit amounts to approximately 60% (as determined by insurance carrier) of salary to a maximum of \$2,500 per month, payable to age 65.

- c. Long-term disability supplement provides that an eligible individual will receive 75% of his/her salary, to age 65, if disability results from an on-the-job injury.

2. Cost:

Board shall contribute the full cost of the monthly premium.

L. Life Insurance

1. Description: term life insurance policy provides a payment to beneficiary at death of employee. It is strictly a death protection policy and carries no cash value.
2. Coverage: employee may purchase amounts equal to Board provided amount at own cost. Cost schedule available in Office of Human Resources.
  - First two years of employment - \$5,000
  - Three or more years of employment – life insurance coverage equal to \$100,000
3. Cost: Board shall contribute the full cost of the monthly premium.

M. Tax Deferred Annuity

1. Description: A plan whereby an employee may place a portion of an annual income into an annuity for additional income at retirement. While the employee is investing this amount, he/she does not pay current federal income tax on the contribution. The federal tax on this amount is deferred until such time as the employee collects his/her annuity.
2. The district will provide a TSA program up to 2.0% of salary with a dollar for dollar match to the employee contribution and consistent with the Tax Code.
3. The District will contribute \$750.00 into a 403(b) account for each confidential employee. Participation requires that the confidential employee have an open 403(b) account.

N. Worker's Compensation Insurance

1. Description: This insurance pays for all medical expenses and loss of time as a result of an accident occurring to an employee while working on the job.
2. Eligibility: Administrative assistants and confidential secretaries are covered by the plan. Coverage is automatic and immediate upon employment.
3. Cost: Board provides all of this coverage.

O. Pennsylvania School Employees' Retirement System

Early Retirement Incentive

This benefit may be provided shall circumstances determine it necessary, when offered, the terms and conditions will be provided to this group once it is approved by the Board of School Directors.

XI. GENERAL

A. Physical Examination

1. All employees newly hired will be required to take a physical examination and tine test at his/her own expense within thirty (30) days of hiring.

B. Probationary Period

1. All Confidential Employees will begin their employment with the School District as a Probationary Employee. The employee's performance will be evaluated within ninety (90) calendar days from the date of hire or placement in a confidential position, by the immediate supervisor and/or administrator. At the end of the ninety (90) calendar day probationary period and upon receipt of a satisfactory evaluation, the period of probationary employment has been satisfied and the employee's status is changed from Probationary Employee to Regular Part-time employee or Regular Full-time employee. If the supervisor fails to evaluate the employee at the end of the ninety (90) calendar day probationary period, the employee is considered to be a satisfactory employee and their status is changed from Probationary Employee to Regular Part-time employee or Regular Full-time employee. If an employee's performance is rated unsatisfactory during the probationary period, he/she will be dismissed from employment.

C. Grievance

1. An employee who feels he/she has not been treated fairly with regard to the provisions of this handbook should notify his/her immediate supervisor within one week. If the matter cannot be resolved informally at that level, the employee is entitled to a hearing conducted by the Director of Management Services if requested within thirty (30) days of the original grievance.

D. Resignation and Discharge

1. An employee who expects to resign should provide his/her supervisor with at least a two (2) weeks notice whenever possible. An employee facing discharge is entitled to a hearing conducted by the Director of Management Services if he/she so requests.

E. Automobile

1. The Board will provide non-ownership liability insurance as the secondary insurer to supplement the individuals own insurance for accidents occurring while on authorized school business.
2. Individuals using their own automobiles in pursuance of school district duties as approved by their immediate supervisor will be reimbursed at the rate allowed by the U.S. Internal Revenue Service.

F. Continuing Education

The board shall approve and reimburse for college or graduate course tuition (no fees) on the following basis:

1. The maximum reimbursement in any one year (fiscal year July 1 through June 30<sup>th</sup>) shall be \$1,500 per employee or \$7,000.00 for the entire group with no roll-over of any remaining funds from one (1) year into the next.
2. Courses taken must be approved by the Superintendent, on a pre-approval form which had been submitted and approved before the course has commenced.
3. Course work must be undergraduate or graduate level in a field relevant to the confidential employee's position and responsibilities.
4. Reimbursement shall be made upon submission of evidence of successful completion of a course, with a grade of "C" or better for undergraduate level courses, "B" or better for graduate course work. Evidence of payment for the course and amount is required.

5. Any payment under continuing education is conditioned upon continuing employment in a full-time position in the district for one year following the date of reimbursement. In the event the employee does not satisfy this requirement, he/she shall be liable to the District for the reimbursement payments.

G. Legal Assistance

At the Superintendent's discretion, the School Board Solicitor will be made available to individuals sued for performance within the jurisdiction of their assignments.

XII. SALARIES

- A. Increase will be as follows.

2018-2019	3.0%
2019-2020	2.7%
2020-2021	2.8%

	2018-2019 Yr 1	2019-2020 Yr 2	2020-2021 Yr 3
Admin. Asst. to the Sup't			
Hourly Rate	\$37.83	\$38.85	\$39.94
Admin. Asst. to the Dir.of Mgmt Serv.			
Hourly Rate	\$34.42	\$35.35	\$36.34
Admin. Asst. to the Dir. Of HR			
Hourly Rate	\$33.95	\$34.87	\$35.84
HR Secretary			
Hourly Rate	\$26.01	\$26.71	\$27.46
Benefits Specialist			
Hourly Rate	\$29.00	\$29.78	\$30.62

- D. Overtime Pay – Employees required to work in excess of forty (40) hours in any calendar week, which include vacation and/or personal days, shall be compensated at the rate of one and one-half (1.5) times the employee's hourly rate for the excess hours. Use of sick leave time will not be considered work time when computing over time.