

BENEFIT AND COMPENSATION PLAN  
FOR  
ADMINISTRATIVE OPERATIONAL SERVICES  
STAFF PERSONNEL  
OF THE



BELLEFONTE AREA SCHOOL DISTRICT

July 1, 2025 – June 30, 2028

## TABLE OF CONTENTS

ARTICLE	TITLE	PAGE
Article 1	Purpose and Background	3
Article 2	Term	3
Article 3	Employment Categories	3
Article 4	Evaluation	3
Article 5	Guideline for Wage Level and Advancement	3
Article 6	Work Day	3
Article 7	Jury Duty	3
Article 8	Bereavement Leave	4
Article 9	Child Bearing and Child Rearing Leave	4
Article 10	Personal Days	4
Article 11	Paid Vacation	4-5
Article 12	Sick Leave	5
Article 13	Unpaid Leave	5
Article 14	Health Insurance	5
Article 15	Worker's Compensation	5
Article 16	Income Protection	5
Article 17	Group Life Insurance	6
Article 18	Tuition Reimbursement	6
Article 19	Mileage Reimbursement	6
Article 20	Membership Dues	6
Article 21	Retirement Bonus for Longevity	6
Article 22	Holidays	7
Article 23	Sick Bank	7
Article 24	Inclement Weather	7
Article 25	Salary Adjustments	7
Attachment A	AOSSP Evaluation Form	8-9

## **Article 1. Purpose and Background**

The Bellefonte Area School District's ("District") Administrative Operational Services Staff Benefit and Compensation Plan ("AOSSBCP") is entered into by and between the Bellefonte Area School District and the Administrative Operational Services Staff, covered hereby, as specifically identified in Section 3 herein below. It includes administrative staff not included in any other plan.

## **Article 2. Term**

The Administrative Operational Services Staff Benefit and Compensation Plan is effective for the period of July 1, 2025 through and including June 30, 2028.

## **Article 3. Employment Categories**

There shall be two employment categories. Category A: AOSSP employees with supervisory responsibilities and Category B: AOSSP employees with no supervisory responsibilities. Supervisory responsibilities shall be defined as overseeing and directing the work of others for a designated employee type, typically a team or department.

## **Article 4. Evaluation**

Evaluations shall be completed in accordance with the process and procedure developed by the Superintendent, and as memorialized in Attachment A, which is incorporated herein. Such process and procedure may be amended from time to time, and it shall not be necessary to secure the approval of the employees who are subject to this Agreement, although they may be part of the amendment process.

## **Article 5. Guideline for Wage level and Advancement of Administrative Operational Services Staff**

Employees who receive a rating of "Unsatisfactory" receive no salary increase. Employees who receive a rating of "Satisfactory" or higher will receive an annual base salary increase of \$7000.00 in year 1 and \$2000 in year 2 and year 3.

## **Article 6. Work Day**

The Administrative Operational Services Staff Personnel work day shall be seven and one-half (7 1/2) hours for 100% FTE classification or four (4) hours for 50% FTE classification.

## **Article 7. Jury Duty**

Employees shall be provided with release time for jury duty and shall, in addition, be paid their regular salary less what compensation they receive for jury duty service.

## **Article 8. Bereavement Leave**

In case of death in the immediate family, an employee shall be granted three paid bereavement days to be used within seven (7) calendar days from the date of the death. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchildren, grandfather, grandmother, son-in-law, daughter-in-law, or near relative who resides in the same household, or any person with whom the employee has made their home. In case of death of a near relative, an employee shall be granted one paid bereavement day to be used within seven (7) calendar days from the date of death. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law. The superintendent may approve use of bereavement day(s) outside of the seven (7) day window under certain circumstances.

## **Article 9. Child Bearing and Child Rearing Leave**

Employees shall be provided with leave in accordance with the requirements of the School Code and/or the Family Medical Leave Act. The cost of insurance shall be borne by the employee during any such leave. Child rearing leave requests shall be made no less than thirty (30) days in advance of any such leave. This shall be applicable to employees who accept a child for adoption (it is understood that the 30-day notice provision may be impossible to fulfill under some circumstances).

## **Article 10. Personal Days**

Employees shall receive five (5) personal days each year. Days may not be accumulated beyond the annual allotment of five (5), and at the end of each year, remaining days may be bought back at a rate of professional sub rate per day or converted to sick days. Within ten (10) business days of June 30 of each year of this agreement, the employee shall advise the Human Resources Office in writing of his or her intentions with respect to any unused personal days.

## **Article 11. Paid Vacation**

Twelve (12) month 100% FTE employees with four (4) or fewer years of service in the District shall receive 3 weeks (15 days) per year. Employees with five (5), but fewer than ten (10) years of service shall receive 4 weeks (20 days) per year. Employees with ten (10), but fewer than fifteen (15) years of service shall receive 5 weeks (25 days) per year. Employees with fifteen (15) or more years of service shall receive 6 weeks (30 days) per year.

Twelve (12) month 50% FTE employees with four (4) or fewer years of service in the District shall receive 1.5 weeks (7.5 days) per year. Employees with five (5) but fewer than ten (10) years of service shall receive 2 weeks (10 days) per year. Employees with ten (10), but fewer than fifteen (15) years of service shall receive 2.5 weeks (12.5 days) per year. Employees with fifteen (15) or more years of service shall receive 3 weeks (15 days) per year.

Vacations shall be coordinated with and approved by the supervisor, and records thereof shall be maintained by the Human Resources Office. Vacation days will be awarded annually on November 1 each year. Vacation days may not accumulate beyond thirty (30), and any days remaining above that amount as of October 31 of each year of this agreement shall be repaid at the current substitute rate.

#### **Article 12. Sick Leave**

Twelve (12) month 100% FTE employees shall receive thirteen (13) sick days annually. Twelve (12) month 50% FTE employees shall receive six and a half (6.5) sick days annually. Unused sick days may accumulate without restriction.

Upon retirement employees who have provided a minimum of ten (10) years of satisfactory service to the District (as a member of this group) shall be compensated at a rate of \$125 per day for any unused sick days which were earned while that employee was employed as a member of this group in the District. Any such payment shall be capped at one-hundred fifty (150) days.

#### **Article 13. Unpaid Leave**

Employees who have exhausted all available leave may be granted an unpaid leave of absence at the discretion of the superintendent, and with the approval of the Board.

#### **Article 14. Health Insurance**

Health insurance, to include dental, vision, and prescription coverage, shall be provided as in the then in force collective bargaining agreement between the District and the Bellefonte Area Education Association.

#### **Article 15. Worker's Compensation**

Worker's compensation coverage shall be provided as required by law.

#### **Article 16. Income Protection**

The District shall contract for and provide for each employee covered hereunder an integrated income protection plan to provide benefits for a period of up to five (5) years to a maximum of sixty (60%) of salary, or \$3,000 per month, whichever is lower. Such coverage shall be subject to whatsoever waiting periods are customarily in such income protection plans. There shall be a coordination of benefits such that monies received from PSERS, SSDI, or any other source or sources as a result of a temporary or permanent disability shall be counted against the above set forth figures, and the combined income as a result of disability shall not exceed such figures.

## **Article 17. Group Life Insurance**

The District shall contract for and provide for each employee covered hereunder group life insurance in an amount equal to one and one-half times the employee's salary, rounded to the next highest one thousand (\$1,000) U.S. dollars.

## **Article 18. Tuition Reimbursement**

Upon completion of one year of service in the District, an employee shall be eligible for tuition reimbursement up to eight-five (85%) percent of the actual tuition cost not to exceed 85% of the applicable Pennsylvania State University rate for credits earned at a post-secondary accredited school or continuing education classes. The anticipated District payment shall be made upon the employee's written evidence of paid course registration. The eligible employee must be an employee both upon the registration for and completion of the course. Such course work must be related to the employee's work assignment as recommended by the employee's supervisor and approved by the Superintendent.

Employees who leave the employment of the District, for reasons other than death, or disability within one (1) year of receiving any reimbursement payment, shall be required to repay to the District one hundred (100%) of any monies received. Employees leaving within two (2) years shall repay fifty (50%) percent of any monies received. Employees leaving after two (2) years shall not have any repayment obligations.

## **Article 19. Mileage Reimbursement**

Mileage reimbursement shall be paid at the then applicable IRS rate, and shall be for District-required travel (other than to and from the employee's home) and shall be subject to usual and customary District policies and procedures pertaining to substantiating such travel.

## **Article 20. Membership Dues**

District shall pay for the cost of membership for up to two (2) professional associations, subject to approval by the superintendent.

## **Article 21. Retirement Bonus for Longevity**

Employees who meet the Rule of 80 with fifteen (15) or more years of District service shall also receive an amount equal to the following schedule upon retirement from the District for each year of active service within the District upon retirement.

- 20 or more years of service: \$200 times each year of active service with the District
- 15 but fewer than 20 years of service: \$100 times years of service in the district

## **Article 22. Holidays**

In addition to the student and teacher holidays during Thanksgiving, Christmas, and New Year's break, the following holidays shall be observed: Memorial Day, Independence Day, Labor Day, and other "Vacation Days" as identified on the District calendar which may vary from year to year.

## **Article 23. Sick Bank**

The employee group may work with the Human Resources Department to establish a sick bank, as well as its policies, regulations, and procedures should they so choose.

## **Article 24. Inclement Weather**

On a two-hour delay, employees will report to work as soon as it is safe to do so and will not be required to take any personal and/or vacation time. For an inclement weather cancellation, employees must report to work when safe to do so or elect to take personal and/or vacation time. If District offices are closed due to inclement weather or other unforeseen events, employees are not required to report to work or to take any personal and/or vacation time.

## **Article 25. Salary Adjustments**

Employees may request an opportunity to review and provide input for the consideration of salary adjustments. Employee requests should initially be directed to their immediate supervisor, then to the Director of Human Resources, followed by the Superintendent.

**ATTACHMENT A**

**BELLEFONTE AREA SCHOOL DISTRICT  
AOSSP OBSERVATION / EVALUATION PLAN  
OBSERVATION / EVALUATION REPORT**

Employee \_\_\_\_\_ Position \_\_\_\_\_

Building \_\_\_\_\_ Observer \_\_\_\_\_

Date \_\_\_\_\_

**Directions: Circle the response that best reflects the observer's impressions with regard to the following items:**

**RATING KEY    E – Exemplary   S – Satisfactory   NI – Needs Improvement   U-Unsatisfactory**

**1. QUANTITY OF WORK**

- |   |          |          |           |          |
|---|----------|----------|-----------|----------|
| A. Completes job fully and promptly         | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |
| B. Assumes responsibility for share of work | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |
| C. Exhibits good organizational skills      | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |

**2. QUALITY OF WORK**

- |                |          |          |           |          |
|----------------|----------|----------|-----------|----------|
| A. Neatness    | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |
| B. Accuracy    | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |
| C. Efficiency  | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |
| D. Consistency | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |
| E. Prioritized | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |

**3. KNOWLEDGE OF JOB**

- |                       |          |          |           |          |
|-----------------------|----------|----------|-----------|----------|
| A. Job expectations   | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |
| B. Job skills         | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |
| C. Update skill level | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |

**4. INITIATIVE**

- |                        |          |          |           |          |
|------------------------|----------|----------|-----------|----------|
| A. Works independently | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |
| B. Self-motivated      | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |
| C. Energy/endurance    | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |

**5. APTITUDE**

- |  |          |          |           |          |
|--|----------|----------|-----------|----------|
| A. Learns new job quickly/retains what is learned  | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |
| B. Follows instructions                            | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |
| C. Intuitive thinking skills (creative/analytical) | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |

**6. ATTENTION OF DUTY**

- |                              |          |          |           |          |
|------------------------------|----------|----------|-----------|----------|
| A. Conscientious/thorough    | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |
| B. Completes job on time     | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |
| C. Manages time effectively  | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |
| D. Maintains confidentiality | <b>E</b> | <b>S</b> | <b>NI</b> | <b>U</b> |

