

SUMMARY OF BENEFITS

2025-2026

FULL TIME

NON-BARGAINING UNIT

NON-INSTRUCTIONAL EMPLOYEES

1. PENNSYLVANIA PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM:

All full-time and part-time employees working more than 500 hours are members of the Public-School Retirement System. Contributions to the state retirement system are made by the School District, the Commonwealth, and the employee.

2. SOCIAL SECURITY:

The amount of your benefit is based on your average annual earning over your working life, your date of birth, and your age at retirement. Disability benefits are available to severely disabled persons unable to work for a year or more. Medicare is also part of your social security value. Contributions to the social security system are made by the School District, the Commonwealth, and the employee.

3. WORKERS' COMPENSATION:

The District carries insurance covering medical costs, and partial salary continuation after seven (7) days lost work due to injury or accident that is job related.

4. PERSONAL LEAVE:

The Superintendent is authorized to grant leaves of absence not in excess of three (3) full days, during any school year without loss of pay to full time and regular part-time employees hired on or before December 31st of the current fiscal year for reasons of personal business or emergencies. Employees hired after December 31st, but on or before March 31st shall receive two (2) personal days for the year. Employees hired after March 31st shall receive one personal day for the year.

Employees who start the year and leave employment prior to September 30th will have the cost of all personal days used from that year deducted from their final pay. Employees who start the year and leave employment prior to December 31st will have the cost of any days used in excess of one, deducted from their final pay. Employees who start the year and leave employment prior to March 31st will have the cost of days used in excess of two, deducted from their final pay. This does not include days carried over from a prior year. Employees who are employed for less than 90 days will owe back for all days used.

When an employee has accumulated personal leave as provided in this section, the Superintendent of Schools is authorized to grant leave according to the above stated limit plus the quantity of accumulated carry over leave for the individual employee. Unless an emergency arises, all requests shall be made three (3) days in advance.

The three personal days under this section provided to staff members without the necessity of justification may accumulate; i.e., be carried over from school year to the succeeding school year. Employees may not accumulate nor have available for use at any one time more than seven (7) personal leave days. The term "employee" as used in this section means regular full-time or regular part-time employees.

For other part-time employees (employees working less than full time hours and less than 181 days per year), the District will grant 1 day of personal leave on a cumulative basis. Carry over is limited to four (4) days.

In the event that any of the hereinbefore-mentioned entitlements for personal leave are not used, the employee will be paid at their hourly rate as of June 30th for the number of regularly scheduled hours per

day per personal day exceeding four. When payment is made under this section, the day or days to which payment is attributed shall be considered used. The three personal days under this section provided to staff members may accumulate; i.e. be carried over from school year to the succeeding school year. The Board, being desirous of avoiding a compensation arrangement that would create "constructive receipt" in accordance with provisions of the Internal Revenue Code, agree to mandatory payment of available leaves that exceed four as of the end of the school year. Payment will be distributed no later than the second payroll in July as compensation. Unused personal days at retirement will be distributed in full no later than the second payroll in July as compensation; no employee will lose the designated economic value of personal leave days by virtue of retirement.

Personal leave days may be used as half-day or full day.

5. SICK LEAVE:

The Board will provide a program of paid sick leave for employees. A doctor's certificate is required for an absence from work due to sickness for three or more consecutive days. For absences of less than three (3) days, a doctor's certificate may be required where, in the opinion of the employer, the employee has been abusing his/her sick leave privileges.

- a) Any unused sick leave shall be cumulative from year to year in the school district without limitation. All or any part of such accumulated unused leave may be taken with full pay in any one or more school years.
- b) Sick leave will be granted at the rate of ten (10) days per year for regular full-time and regular part-time employees hired on or before December 31st of the current fiscal year. Employees hired after December 31st, but prior to March 31st shall receive five (5) sick days for that year. Employees hired after March 31st shall receive two (2) sick days for that year.
- c) Employees who leave employment prior to September 30th will have the cost of all sick days used from that year in excess of three deducted from their final pay. Employees who leave employment prior to December 31st will have the cost of any days used in excess of 5, deducted from their final pay. Employees who leave employment prior to March 31st will have the cost of days used in excess of eight, deducted from their final pay. This does not include days carried over from a prior year. Employees who are employed for less than 90 days will owe back for all days used.
- d) Sick leave days may be used as a quarter day, half day, or full day. Quarter days must be at the beginning or end of the work day.
- e) Employees may use up to ten (10) days of accumulated sick leave per year in the event of the illness of a spouse, child, parent or child for whom the employee has legal documentation of guardianship. To be eligible to receive pay during a family illness beyond a consecutive three-day duration, a physician's statement must be submitted to human resources indicating the nature of the sickness and certifying that the immediate family member required the employee's intervention due to illness or the immediate family member's hospitalization.
- f) Other Part-time employees (employees working less than full time hours, less than 181 days per year) will be entitled to three days leave, cumulative from year to year.

6. JURY DUTY:

An employee subpoenaed to give testimony as a witness before any legally established judicial or administrative tribunal, exclusive of appearance for any reason before the Pennsylvania Labor Relations Board or its agents, unless requested by the School Board, to serve on a legally constituted jury, shall serve without loss of pay or personal leave. Any payment received by the employee for such service or appearance must be submitted to the Business Office. The portion attributed to mileage or expenses will be returned.

7. BEREAVEMENT:

The bereavement leave provision will be the same as in the Board's agreement with the Southern York Education Association (teachers) in effect on the July 1, 2024. Accordingly, the bereavement leave provision will read as follows:

The following bereavement leave applies to employees:

Relationship to Employee	Number of Bereavement Days	Criteria for Use
Spouse, child, grandchild, father, mother, stepmother, stepfather, mother-in-law, father-in-law	Up to five (5) days	Must be taken within ten (10) calendar days immediately following the date of death except in the death of an employee's last parent in which the days must be used within 30 calendar days.
Son-in-law, daughter-in-law, brother, sister, brother in-law, sister in-law, member of the employee's immediate household	Up to three (3) days	Must be taken within ten (10) calendar days immediately following the date of death
Grandparent, grandparent in-law	Up to two (2) days	Must be taken within ten (10) calendar days immediately following the date of death
Step relative (except step parent listed above), aunt, uncle, first cousin, niece, nephew, spousal niece, or spousal nephew	One (1) day	Must be taken on the day of the funeral

In the event that the funeral services are outside of the time listed in the criteria for use, the employee may request an exception to the superintendent to waive the rule. The superintendent may request proof of the service date.

8. MEDICAL INSURANCE:

For 2024-2028 the employer shall provide each regular full-time employee the program of hospitalization, surgical and major medical insurance, or the equivalent, which was in effect as of July 1, 2024 and is provided by the District for its certified professional teaching employees under such terms and conditions agreed to in their contract beginning July 1, 2024. Employees shall contribute toward the cost of such coverage at a monthly payment rate of 70% for single coverage and 100% for 2-Party and Family coverage of the required contributions in the Board's contract with the Southern York Education Association.

For the purposes of this section, medical insurance includes hospitalization, surgical, major medical where applicable and prescription. Employees may choose coverage or elect to waive coverage.

- a) Preferred Provider Option (PPO) - An employee may elect a Preferred Provider program or the equivalent, which was effective as of July 1, 2014 and revised July 1, 2017 currently referred to by the District's third-party administrator as "Southern York County School District – PPO High."
- b) Prescription Drug Plan – Prescription benefits for retail and mail order will have a percentage copay with a minimum and maximum employee copay. Employee copays on generic and brand drugs at the pharmacy and mail order will be twice the pharmacy copay (generally 90-day supply). As of July 1, 2017, the District added a prescription management program to the coverage, which includes quantity limits, managed prescriptions, managed prior authorizations, and specialty drugs. Effective July 1, 2020, the District will add a soft generic requirement. This means that if a doctor did not note, a brand drug was medically necessary, a member would pay the difference between generic and brand if the brand drug was requested.
- c) Election to Waive Coverage – An employee may elect to decline all medical coverage after providing documentation of coverage elsewhere. If such proper election is made, the employee will receive \$175 per month. The effective date will be the first day of the month following election. Employees will not have the option to waive coverage if their spouse is an employee in the District. When both spouses are eligible for District insurance, a new employee contribution category will be added so that the

employee cost of two party does not exceed two times the single party coverage. Employees may not qualify for the opt-out payment and be covered under the District’s insurance. This includes spouses, children of employees, and others.

- d) Employee Contribution – The employee will pay monthly through payroll deduction the following amounts:

Coverage Period: 2024-25, 2025-26, 2026-27, 2027-28, 2028-29	PPO High
All coverage elections	Employee contribution for all coverages will be 10% of premium.
Wellness Program Reduction – Single or no spouse coverage	If an employee completes the requirements of the wellness program, there will be a reduction of employee contribution from 10% to 6% of premium.
Wellness Program Reduction – Spousal coverage (Any contract that includes a spouse including an employee spouse). See section e below for additional information on the district’s wellness program.	<p>If one of the two (employee or spouse) complete the requirements of the wellness program, there will be a reduction of the employee contribution from 10% to 8% of premium.</p> <p>If both the employee and spouse complete the requirements of the wellness program, there will be a reduction of the employee contribution from 10% to 6% of premium.</p>

- e) Wellness Program – Employees choosing district medical insurance coverage have the ability to reduce the employee contribution by participating in the district’s wellness program. To qualify for the reduction in the medical insurance premium, the employee and covered spouse must complete the required activities:

- Year One (2024-2025): Health Risk Assessment
- Year Two (2025-2026): Health Risk Assessment and Preventative exam
- Year Three and beyond: 100 points based upon the agreed upon wellness program schedule.

All years will have a look-back period to January 1 of the preceding year.

For employees who were not hired during the standard period to qualify for benefits, there will be a 90-day window that the required activities must be completed. These employees will start with a full share of the medical insurance premium. Should the employee complete the activities prior to the 90 days, they would receive a refund of premium from benefit effective date.

The wellness program was developed by a committee of district employees and is effective for the 2024-2025 year. Administration of this program will be by a third-party administrator. The information provided by participating in this program is private and confidential. The only information shared with the District is the completion of the program.

- f) Potential Excise Tax - If an excise tax should be instituted the District agrees that:
- (1) Any health care plan(s) offered by the District that trigger an excise tax under the Patient Protection and Affordable Healthcare Act (PPACA) will either be modified or eliminated by agreement of the parties;
 - (2) The District agrees to meet with the association and discuss the pending excise tax and the modifications to the health plans required in order to avoid the excise tax, and

(3) With the understanding of 1 and 2 above, at least 30 days prior to open enrollment for any period when the excise tax provisions take effect, no healthcare plan will be provided by the District that exceeds the excise tax thresholds established by the PPACA.

g) Spousal Health Coverage - Effective July 1, 2017, spouses of employees who are employed or self-employed and are eligible to obtain health coverage through that employment or self-employment can be covered by the District's plan but at increased rates of contribution by the employee (spousal surcharge) of \$200/month for 2024-25, 2025-26, 2026-27, 2027-28.

(1) An employee whose spouse works at another employer and is eligible for health insurance would need to pay the spousal surcharge to have coverage for the spouse under the Southern York County School District health plan.

(2) If a spouse owns a business and provides health insurance to the employees of the business, this spouse is deemed to have coverage and would be required to pay the spousal surcharge.

(3) Spouses that are on the District's insurance for any portion of a month would be required to pay the entire spousal surcharge for that month.

(4) The spousal surcharge applies regardless of the level of coverage or the amount of employee premium required by the spouse's employer to obtain the insurance.

h) The Board will meet and discuss offering new medical insurance programs and/or options should they become available within the Lincoln Benefit Trust or successor.

9. DENTAL COVERAGE:

The Employer shall provide for each regular full-time employee, the program of dental insurance, or the equivalent, which was in effect as of June 30, 2019 and is provided by the District for its certified professional teaching employees under such terms and conditions and at such times as such coverage is available to the certified professional teachers. Employees shall contribute toward the cost of Employee / dependent(s) expanded program coverage at a rate of 75% of the contributions in the Board's contract with the Southern York Education Association.

10. PRESCRIPTION PLAN COVERAGE

The Employer shall provide each regular full-time employee the program in effect on June 30, 2019 and will continue in accordance with the program included in the Board's contract with the Southern York Education Association.

11. VISION:

Irrespective of an employee's election or waiver for medical coverage, the District shall provide the vision insurance program that was in effect as of June 30, 2019 or equivalent. The District will pay the cost for the individual regular full-time employee. Regular full-time employees shall contribute toward the cost of dependent(s) basic program coverage at a monthly payment rate of 75% of the required contributions in the Board's contract with the Southern York Education Association. In other words, the 75% ratio of clerical/teacher contributions will continue for the life of this contract.

12. UPON RETIREMENT:

Upon retirement under the Pennsylvania School Employees Retirement System, you may continue medical, dental and/or vision insurance coverage with the District at your expense until you reach the eligible age of Medicare if you are taking superannuation retirement, retiring with thirty (30) or more years of service, or taking disability retirement, and are not eligible to be covered under any other employer-provided health plan as an employee or dependent (Act 43 of 1989). This law prohibits "any annuitant who is covered or eligible to be covered as an employee or dependent in any other employer-provided health plan from being eligible for coverage in the school unit's health plan. Such persons could be reinstated in the school plan whenever their alternate coverage ceases" until annuitant reaches the eligible age for Medicare.

13. SECTION 125 AND FLEXIBLE SPENDING ACCOUNTS:

The District will offer voluntary participation in a Flexible Spending Account as defined by Section 125 of the Internal Revenue Code. Employee contribution limitations will be \$3,000 for medical and \$5,000 (or IRS limit if higher) for dependent care. If any balance remains in a participant's health FSA account at the end of the plan year after reimbursements for all timely claims have been made for the plan year, the District will allow a carryover of the balance in the amount of \$500 (or IRS limit if higher). Further, all required employee contributions will be administered in accordance with Section 125, so that favorable tax treatment is realized. The District will bear the administration cost of this plan.

14. LIFE INSURANCE:

The District provides term life insurance coverage in the amount of \$40,000.

15. TUITION REIMBURSEMENT:

Employees shall be given reimbursement by the Board for tuition credit cost at Millersville University rates for the course taken (for example, a bachelor's level course will be reimbursed at the bachelor's rate and a master's level course will be reimbursed at the master's rate), provided that proof of such credit hours is supplied to the District by the record submission date listed below. Master's level courses are the maximum level granted. Payment shall be made based upon the submission date of the required documentation. All documentation received prior to the first of the month will be paid by the end of that month. What that means is that all requests received by the 1st of the month, will be processed for payment at that month's board meeting. If the request is received after the 1st, they will be processed and paid in the next month. In order to be eligible for reimbursement, the credits taken must be preapproved at the sole discretion of the Superintendent, whose decision shall be final and binding. Courses must be job related in order to receive tuition reimbursement. Courses must be completed with a passing grade in order to receive reimbursement. Reimbursement shall not be paid to any employee receiving a scholarship, fellowship, or grant. Approved courses shall be reimbursed up to the same number of credits as teachers, based upon the fiscal year (July 1- June 30th) course completion date. In the event the employee breaks service with the School District, the employee must pay back paid tuition in the manner in effect for teachers. Courses for reimbursement should be submitted within 30 calendar days of completion on the appropriate form and with the required documentation.

16. HOLIDAYS:

Twelve-month full-time employees shall be entitled to the following paid holidays:

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|------------------------------------|-----------|-------------------|
| -December 31st and New Year's Day | Labor Day | -Good Friday |
| -Thanksgiving Day & Day After | | -Memorial Day |
| -Christmas Eve Day & Christmas Day | | -Independence Day |
| -One (1) Floating Holiday | | |

If a holiday falls on a Saturday or Sunday, the Board shall designate another day as the day to be celebrated as the holiday.

If a twelve-month full-time employee works any of the holidays set forth in Section 1, with the exception of the floating holiday, such employee shall receive as compensation for working such day, one and one-half (1-1/2) times the employee's regular rate of pay plus another day off in lieu thereof. For example, if a twelve-month full-time employee received \$24 per day as regular pay, such employee would receive, for working a full holiday, \$36 as total compensation for that day plus another day off. If a twelve-month full-time employee works less than a full schedule on the holiday, he/she shall be paid one and one-half (1-1/2) times his/her regular rate for all hours worked; in addition to which, the employee shall receive an equivalent amount of time off. If mutually agreed upon, between the employee and the superintendent,

compensatory time may be given in lieu of the premium portion of pay for working on a holiday. For instance, a full-time employee working on a holiday will be entitled to \$36 in compensation plus another day off. Under a mutual agreement, the employee may in lieu of the \$36 receive \$24 and one and one-half (1-1/2) days off.

If a twelve-month full-time employee is sick on a holiday, there shall be no charge against sick leave. However, if required to work the holiday, and the twelve-month full-time employee does not work on such holiday because of illness, the Board may require, in its discretion, proof of such illness.

A holiday falling during a vacation period shall not count as a vacation day. Entitlement to the floating holiday requires no less than three (3) days' notice to the employee's immediate supervisor so that a determination can be made as to impact on operating efficiency; prior approval is therefore required. The floating holiday will not be given to employees hired after May 31st of a fiscal year since it must be used that year. Employees that leave within 90 days of hire would have the day deducted from their final pay.

17. VACATION:

Twelve-month employees will be entitled to ten days of vacation per year the first through fifth year of employment. Vacation days will accrue throughout the year and may be used once earned. In year six through fifteen, the employee will earn an additional day of vacation per year to total 20 days in year fifteen. (Example: Year 6 = 11 days; year 7 = 12 days; year 15 = 20 days). Twenty days may be carried over.

Upon termination of employment, a twelve-month full-time employee shall be entitled to receive compensation on a prorated basis for any vacation accrued during the year such termination occurs.

18. CHILD-REARING LEAVE:

The Board will establish a policy to provide for childrearing leave for those employees requesting such leave consistent with the Pennsylvania Human Relations Commission guidelines and other applicable state regulations.

19. FAMILY AND MEDICAL LEAVE:

The Board will provide for unpaid leaves of absence under certain circumstances consistent with the Family and Medical Leave Act of 1993. (See Board Policy 335)

20. UNPAID PERSONAL LEAVE:

Three (3) days of non-cumulative unpaid personal leave per year may be granted to employees. Authorization for such leave shall be approved or denied through the electronic system in place.

21. LEAVE WITHOUT PAY:

Employees who request to be absent from their regular workday for reasons other than those permitted by leave days, i.e., sick leave, personal leave, childrearing leave, bereavement, FMLA, military leave or civic duty, or three unpaid personal leave days, will only be permitted to do so as stated below:

- a. Request for leave without pay will only be granted after all appropriate and eligible leave has been used.
- b. Except in the event of extenuating circumstances, all requests for leave without pay must be submitted on the proper form and received and approved by the appropriate supervisor and the superintendent at least five (5) days in advance of the intended absence.
- c. All requests for leave without pay are approved or disapproved at the sole discretion of the supervisor and the superintendent.

22. NO COMPENSABLE WORK WHILE TAKING LEAVE:

Except as noted below, no employee shall perform compensated work either as an independent contractor, business owner or as an employee for another employer other than the District when using accrued leave

days (sick or bereavement leave) or using other forms of authorized leaves (FMLA, or uncompensated leave) to be excused from work for the District.

An employee may submit a written waiver request to engage in compensable work to the superintendent. Any such request must be submitted prior to commencement of that leave. The superintendent shall have sole discretion to grant or deny such requests.

23. 403(b) - SALARY REDUCTION AGREEMENT:

Employees may elect to have monies taken from each pay for a tax-sheltered account (403b), also known as a TSA. These monies are taken prior to federal income tax, with individual paying federal tax upon withdrawal of funds at retirement. Employees may also elect to have monies taken from each pay for a Roth 403(b) retirement account. These monies are taken after federal tax. To participate in either account, it is the employee's responsibility to find a representative from an approved company. Please note that the District does not contribute any monies. If interested, the Participant Enrollment and Web Access Guide is located on our district website under Staff Portal, Forms, Benefits.

24. 457(b) VOLUNTARY SALARY REDUCTION AGREEMENT:

Similar to the 403(b), employees may elect to have monies taken from each pay for a 457(b). This is similar to a 403(b) as described above and as such, the same information and responsibility of the employee applies. The employee should work with an investment advisor to understand what fits their specific financial goals best when selecting either a 457(b) or 403(b).

25. DIRECT DEPOSIT:

Payments will be made in the form of electronic deposit with compensation and withholding information provided exclusively in electronic format. Staff will be permitted to use five (5) bank accounts for direct deposit.

26. RETIREMENT STIPEND:

Any regular full-time employee shall, upon retirement under the Pennsylvania School Employees Retirement System, be granted a retirement bonus equal to (1) a dollar factor times the number of years of service as an employee in the Southern York County School District and (2) a factor times the number of unused sick days to the date of retirement. Any regular part-time and part-time employee shall, upon retirement under the Pennsylvania School Employees Retirement System, be granted a retirement bonus equal to the retirement bonus for full-time employees using one-half the service factors. To qualify for the retirement bonus, staff members must notify the Superintendent of Schools of their intention to retire and they must submit a letter of resignation for reason of retirement at least sixty (60) days prior to the effective date of said retirement and must complete the first semester of the school year in which they are retiring (or twelve-month employees December 31st). The retirement bonus shall not be considered computed as part of the final salary for purposes of retirement. For the purposes of this benefit, the dollar factors are established for year one and will be increased 2.5% each year of the contract (rounded) and the results are as follows:

Fiscal Year	Service Factor	Sick Day Factor
2024-25	\$308	\$45
2025-26	\$316	\$46
2026-27	\$324	\$47
2027-28	\$332	\$48

Further payment will be subject to the following conditions.

- a) For the purposes of the retirement stipend, "retirement" will be defined as follows:

- i) Attainment of age 55;
 - ii) Satisfying the requirements of “normal” as defined by P.S.E.R.S., including any retirement “windows” that may from time to time be established;
 - iii) Disability retirement under P.S.E.R.S.; or
 - iv) Attainment of a combination of age or years of credited P.S.E.R.S. service such that the sum of both equals at least eighty (80).
- b) Employer contribution will be to a tax-sheltered account in accordance with applicable regulations of the Internal Revenue Service; there will be no cash option, unless the amount computed in accordance with the provisions of this section are less than \$1,000.

27. HEALTH REIMBURSEMENT ACCOUNT (HRA):

In addition to the retirement stipend, a non-elective payment of \$5,000 will be made to a Health Reimbursement Account (HRA) program established for the retired employee. To qualify for this payment, the employee will have 25 or more years of service in Southern York County School District. The intention of this payment arrangement is to make the program non-subject to the operation of the “doctrine of constructive receipt” provisions of the Internal Revenue Code. Substitute time does not count in the calculation of 25 years.