

Non-Bargaining Support Personnel Handbook

2023-2024

FOREWORD

Effective school districts are committed to providing the optimal education for students, communication with all constituencies, and strong employee relations. This Handbook is an important avenue for communication and is an example of the commitment of the District to cultivate positive employee relations. The District believes that an informed employee will better perform his or her job and, in doing so, will derive more satisfaction from the work. The Handbook strives to provide you with information to answer questions you may have. Should you find you still need additional information or assistance, please contact your immediate supervisor. If that individual cannot answer your concerns, you will be referred to the appropriate individuals who can provide assistance to you.

The West Shore School District is a service organization. The key function of each non-bargaining support employee is to provide services to our students and to support the work of the teaching staff and other employees who, like you, serve the students of our school community. Without the valuable contributions of each of our non-bargaining support staff, West Shore would be unable to provide our children the quality of education they deserve. In addition to the specific work you perform, you should also recognize the influence you have on the children, parents, and community members with whom you come in contact. When you are kind and helpful to children and others, you help to create a nurturing school environment that reinforces the District's efforts towards recognizing the uniqueness of each child.

This Handbook pertains only to non-bargaining support personnel which include secretaries, paraprofessionals, and aides, as well as the following positions: Food Service Manager-Individual Building, Food Service Manager-Multi Building, Field Operations Manager, and Transportation Mechanic. Updated annually, it is organized to keep you abreast of District wage rates, benefits, work calendars, as well as practices and procedures that affect you and your job. It also contains information and defines the responsibilities of each employee, as well as provides information regarding annual evaluation criteria. Performance appraisal is a critical measurement of the individual's job performance and is assessed at least one time per year. The prime motivation for maintaining this program of compensation is to perpetuate accountability to oneself and the system, as well as providing an opportunity for rewarding an individual's meritorious service to the District.

The Handbook is not intended to create any contractual rights in favor of the West Shore School District or its employees. The District reserves the right to change or rescind any specific term(s) of this handbook at any time.

In closing, this year of employment in the West Shore School District should be both challenging and professionally rewarding for you. Your continued efforts are both needed and appreciated as the District seeks to meet the goal of "Excellence in Education."

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I. WAGE CONSIDERATIONS

A. Pay Ranges

The basis of pay for all employees shall be an hourly rate, based upon the level of the incumbent's position, approved by the Board of School Directors. The rate ranges for 2023-24 are as follows:

Level	Minimum	Maximum
8	25.95	36.34
7	21.81	30.54
6	19.39	27.14
5	17.56	24.59
4	16.05	22.46
3	15.32	21.45
2	14.61	20.45
1	14.07	19.69

Initial salary placement will not be below the minimum of the established levels. An employee's salary may not exceed the maximum. Employees reaching the maximum salary may receive a one-time bonus for that year or a supplemental salary increment identified as "maximum stipend." The bonus and the maximum stipend will be determined by the Board in consultation with the Superintendent.

B. Probationary Period of Employment

Non-bargaining support employees will be initially employed on a three month probationary period (minimum of 60 working days). The calendar will be proportionately extended should the probationary period encompass the Thanksgiving, Christmas, spring recess, summer non-employment of the employee, or unpaid leave of the employee.

During the probationary period, the employee's employment may be terminated at any time with or without cause, with or without notice, and without the opportunity for a hearing before the Board of School Directors. Special education paraprofessionals who at time of hiring do not meet the requirements for "qualified" status must meet those requirements by the conclusion of their probationary period. Failure to do so will result in the paraprofessional being terminated at the end of the probationary period.

During the probationary period, the performance of the employee will be reviewed by the supervisor and where appropriate, weakness in performance, behavior, attendance, punctuality, or job responsibilities will be brought to the employee's attention for correction and/or development of a performance improvement plan. A supervisor may recommend termination of a probationary employee at any time.

At the conclusion of the probationary period, an employee's probationary period may be extended at the discretion of the supervisor if the employee's performance, attendance, punctuality, or job responsibilities are not satisfactory.

All employees are expected to be on time and to attend work regularly. An employee's absence or lack of punctuality will be considered when determining whether an employee should be terminated, whether an employee's probation should be extended, or whether an employee will be granted employment status.

1. A probationary period for a transferred employee applies only to performance. Any leaves accrued prior to the transfer to a new position will be available to the employee.
2. The number of days worked in the initial year will determine the leave allocation. Leave is advanced, so employees separating from the District prior to the end of the work year will again have their leave prorated based on actual days worked.
3. Substitute non-bargaining support employees will be paid at the minimum level rate for the position they are filling. Employees who accrue overtime to assist in fulfilling the job responsibilities of another support employee at a different level will be paid at the level minimum for the position they are assuming with overtime.

C. Paydays:

07-07-23	01-05-24
07-21-23	01-19-24
08-04-23	02-02-24
08-18-23	02-16-24
09-01-23	03-01-24
09-15-23	03-15-24
09-29-23	03-29-24
10-13-23	04-12-24
10-27-23	04-26-24
11-10-23	05-10-24
11-24-23	05-24-24
12-08-23	06-07-24
12-22-23	06-21-24

Full-time and part-time employees shall be paid on a time sheet basis. All time shall be recorded, down to the quarter hour.

Direct Deposit - The District offers a direct deposit program for all employees. This program permits the employee to electronically deposit money in a bank account and/or credit union account. The funds are available to the employee at the beginning of the banking day on each payday. Sign-up forms are available in the Business Office or the school office. Employees must notify the Business Office immediately of any changes to their direct deposit accounts.

Employee Access Center (EAC) - Biweekly payroll information is accessible via the District's online Employee Access Center (EAC). The EAC enables employees to view personalized demographic, attendance, and payroll information through a centralized online location.

Employees who have recently moved or would like to change the phone number used for automated calls should log into the Employee Access Center (EAC) to make the necessary changes to the demographic information they have on file with the District. A link to the EAC may be found on the District web site under the "STAFF" button. To access the EAC, employees use their employee number as their User ID, and if they have never logged into the EAC before, the last four digits of their social security number as their password. Once in the EAC, employees are required to select a new password and select and answer password reset questions.

Employees who make a change to their address in the EAC should also complete the Residency Certification Form on the Tax Information page. A link to the Tax Information page where the form may be found is conveniently located on the demographic page to expedite that process for employees. (See the yellow highlighted information at the top of the page.)

D. Elimination of Non-Bargaining Support Positions

From time to time, it may be necessary for the District to eliminate non-bargaining support positions. When this occurs, employees will be offered the opportunity to interview for new positions. Years of service with the District will not determine the employee to be impacted by the position elimination or placement in a new position.

II. FRINGE BENEFITS

A. General Explanation

The next several pages include a brief description of the fringe benefits provided non-bargaining support employees of the West Shore School District. Each employee can be associated with one of four categories based on the time employed in the District each year. These categories are:

- School Year Employees Who Work Less than Six Hours Each Day;
- School Year Employees Who Work Six or More Hours Each Day;
- Extended School Year Employees Who Work 190 Days but Less than 245 Days;
- Full-Time Employees Who Work 245 Days or More Per Year.

B. Provisions

All forms of leave - sick, personal, and vacation - will be prorated for any employee leaving the District prior to June 30 or entering District employment after July 1.

1. Leaves

- a. Sick Leave - Sick days are provided by the District to be used by the employee who is unable to work due to personal illness, injury, or scheduled medical/dental appointments. These are the only acceptable reasons for use of sick days.

School year employees are **advanced** ten (10) sick days annually which are equal in length to the assigned work days. Extended school year employees are **advanced** eleven (11) sick days annually and full-time employees are **advanced** twelve (12) sick days annually. At the end of the fiscal year, unused sick days are accumulated, with a record of these days maintained on each employee's pay stub. By using sick days wisely, it is possible to accumulate excellent protection in case of a serious illness or injury.

The Board reserves the right to require the following:

1. Employee to furnish a physician's certificate for any absence based upon illness or injury.
2. Employee to furnish a physician's certificate verifying that the employee was not able to perform his/her duties if an employee is absent on more than four occasions and/or three consecutive days for illness or injury. (An occasion is defined as any number of days of continuous sick leave not interrupted by a return to work.) If a doctor's note is supplied at the time of an absence, then that occurrence cannot be used to determine leave abuse. An absence related to a documented medical condition will not be cause to suspect leave abuse.

3. Employee to furnish a physician's certificate to support a sick day that occurs before, during, or after a holiday in order to maintain holiday pay.

Failure to comply will result in disciplinary action or possible termination.

Employees may not claim sick leave if accidentally injured while engaging in an occupation unrelated to the School District assignment.

When an employee is ill and unable to report for work, he/she should notify his/her immediate supervisor as soon as possible and prior to the assigned report time. Failure to comply will result in disciplinary action or possible termination. If an employee becomes ill while on duty, he/she should inform his/her immediate supervisor immediately so that appropriate action can be taken.

- b. Family Sick Leave Bank - Each non-bargaining support employee may accumulate family sick leave to a maximum of 10 days, with such days identified to be used only for the care of: (a) an immediate family member as defined in Section II.B.e. in the Non-Bargaining Support Personnel Handbook; or (b) a grandchild, son-in-law or daughter-in-law. Such appropriately earmarked leave is restricted to such use and is nontransferable. Employees have the opportunity following the close of the school year, but before June 30th, to transfer sick leave into this Family Sick Leave Bank to reach the cap of 10 days in their bank.

New non-bargaining support employees will have a one-time opportunity to transfer up to five (5) days from their sick leave to their family sick bank to be used during their first year of employment. Forms will be provided to the new hire and must be returned to the human resources department within the first thirty (30) calendar days of employment.

Days in this bank may not be used for the Employee's personal illness, unless the Employee has exhausted all accumulated sick leave. Banked days not used at time of the employee's retirement from the District shall be eligible for payment as outlined within the sick leave incentive.

- c. Paid Vacation - Earned vacation will be based upon the employee's cumulative and consecutive years of service in the District, as of June 30th of the current fiscal year. New full-time or extended school year employees will receive a prorated amount of vacation based on their start date with the District.

The District reserves the right to approve or disapprove vacation requests due to business conditions or conflicts with other employees' scheduled vacations. Vacation must be requested five (5) scheduled work days in advance. Except in cases of extreme need, vacation leave during the student school year is discouraged. It is most important, especially for school building employees, to be on the job when school is in session.

- 1) Twenty (20) days is the maximum annual vacation allotment for full-time employees.

- 2) Full-time employees may carry over a maximum of five (5) days into the subsequent fiscal year. The maximum number of vacation days in any fiscal year is 20. Carryover vacation days shall not be cumulative.
- 3) In order to convert unused vacation days into sick days, an employee must use a minimum of 10 vacation days annually.
- 4) Five (5) days is the maximum annual vacation allotment for extended school year employees. No carry over of vacation days is permitted in any year.
- 5) Reemployment subsequent to severance of employment will require a new cycle to commence.
- 6) For employees advancing into extended school year or full-time positions, previous service will be calculated based on accumulated Full-Time Equivalencies (FTE's). An FTE will be defined as 1916.25 annual paid hours, based on the typical hours of a 245-day support employee (7.5 hrs/day x 245 days + 10.5 paid holidays.).
- 7) **Vacation Leave Bank** - This leave (applicable only to employees hired prior to July 1, 2017) shall not count towards the maximum available earned vacation of twenty (20) days for full-time employees and five (5) days for extended school year employees. Leave in this bank may be used in lieu of, or in addition to, vacation or other paid leave. Except in cases of extreme need, at the discretion of the Superintendent, such as an extended leave of absence for the restoration of health, employees shall not be permitted to use more than the maximum of twenty (20) days of vacation time in a given school year (five days for extended school year employees), whether that time is drawn from the vacation bank, paid vacation time, or any combination thereof.

All leave in the vacation bank is nontransferable and is nonconvertible. Days in the vacation bank shall not expire. Unused days in the vacation bank shall be paid at the employee's per diem rate at the time of separation from employment.

Accumulated FTE's in WSSD Through a Given June 30	Vacation Days Available in Subsequent Fiscal Year
Extended Year Employees (no accumulation) First Work Year Years Thereafter	Prorated based on start date 5

Full-Time Employees	
.1 - .99	Prorated based on start date
1.0 - 10	15
11	16
12	17
13	18
14	19
15 FTE's and thereafter	20

- d. Personal Leave - Personal leave, i.e., days of absence with pay, are provided for support employees who may request such leave when other forms of paid leave are not available or appropriate. Personal days must be requested at least five (5) scheduled work days prior to the date the leave is desired. The administration may waive the five day requirement because of an extreme condition beyond the employee's control.

Each support employee shall be **advanced** two (2) personal days per work year. Personal leave is based upon days worked. A day or days of unused personal leave from a given work year may be carried over to the next year, to a maximum of five (5) in any fiscal year. Personal leave accumulated in excess of these limits shall be converted into sick leave.

Personal leave shall not be granted for more than two (2) consecutive work days unless advance notice of a minimum of thirty (30) days is given. **However, not more than two (2) consecutive personal days may be approved on any day immediately preceding or following a scheduled holiday or in-service day on which students do not attend school.** It is the Board's expectation support employees work during the first two and last two weeks of school. Except in cases of extreme need, request for personal leave at these times is discouraged and may be denied.

- e. Bereavement Leave Immediate Family - In the event of a death of an immediate family member, support employees are entitled to five (5) work days absence with pay. Members of the immediate family are defined as the employee's parent, stepparent, brother, sister, child, stepchild, spouse, parent-in-law, or a near relative of said employee who resides in the same household as the employee.
- 1) Bereavement Leave - Near Relative - Three (3) Days - In the event of the death of a near relative, support employees may request three (3) work days of absence with pay. Near relatives are defined as the employee's grandchild, son-in-law, or daughter-in-law.
 - 2) Bereavement Leave - Near Relative - One (1) Day - An employee absent from duty because of the death of an employee's near relative shall be entitled to one (1) school day of leave on the day of the funeral of said near relative. A near relative shall be defined as the employee's first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.

Employees should contact their immediate supervisor as soon as possible when requesting bereavement leave.

2. Paid Holidays

The Board has adopted a list of paid holidays which apply to non-bargaining support employees. These days are: July 4, Labor Day, Thanksgiving, Thanksgiving Friday, Thanksgiving Monday, three and one-half days during the Christmas and New Year's holiday season (see work calendar for specific days), Good Friday, and Memorial Day.

From this standard list, school year employees are paid for eight and one-half (8 1/2) paid holidays per school year. Extended school year employees are paid for nine and one-half (9 1/2) holidays per work year. Full-time employees are paid for ten and one-half (10 1/2) holidays per work year. Employees shall be paid their regular rate for those holidays which occur during the period of the year which they are generally employed.

Employees will not be paid for any holiday that is preceded or followed by a "leave without pay".

Employees will not be paid for any holiday that is preceded or followed by a sick day that is not supported by a physician's certificate. A physician's certificate is needed to support a sick day that occurs before, during, or after a holiday in order to maintain holiday pay. Failure to comply will result in disciplinary action or possible termination.

3. Insurance Coverage

All insurances are effective on the first day of employment. For all non-bargaining support employees hired before July 1, 2011, eligibility for benefits will be grandfathered to the five (5) hour threshold.

The Patriot Protection and Affordable Care Act (PPACA) will be in effect for employees eligible for healthcare benefits on July 1, 2011. A major change contained in PPACA is coverage for adult dependents until age 26, regardless of whether the dependent is married, unmarried, or is a student. This provision of the law does not require coverage for children of covered dependents.

Discontinuation of insurance:

- a) Resignation – last day of the month of employment
- b) Retirement – last day of the month of employment

Legal documentation to verify an employee's spouse and/or dependent(s) is required when enrolling in District insurances and/or making a change to benefits. The employee has the responsibility to inform the District of a change in a dependent's eligibility to participate in the District sponsored insurance plans such as divorce, legal separation, a child losing dependent status, or the passing of a spouse and/or dependent.

Once enrolled, all insurance coverage changes must be made during the open enrollment period in November, or within thirty (30) days of a qualifying life event.

a. **For extended school year and full time employees:**

1) The Board will allow eligible employees to participate in the District sponsored health care plans. Refer to Appendix H.

2) Vision Insurance Coverage

The Board shall pay the premium cost for a vision care program for eligible employees and their eligible employee dependents to include unmarried, full-time student dependents to age 23 or unmarried, disabled dependents as long as the disability occurred prior to age 19 and the dependent is financially dependent on the participant for support.

3) Dental Insurance Coverage

The Board shall pay the premium cost for a dental care program for eligible employees and said employee's dependents, as defined by the District's current carrier of such a program, to include full time student dependents to age 25.

b. **For school year employees working 6 or more hours per day:**

1) The Board will allow eligible employees to participate in the District sponsored health care plans. For employees in this employment category who elect to enroll in the District-sponsored health coverage program, the Board will pay a portion of the current monthly premium cost for a health care program for the employee. The employee, at the full cost, has the option to purchase coverage for his/her eligible dependents. Spousal eligibility is subject to the requirements outlined in Appendix H. If an employee elects to purchase medical insurance for his/her dependents, premium payments for September through June will be deducted equally from the second payroll in September through the first payroll in June. Premium payments for July and August will be billed directly to the employee. Refer to Appendix H.

2) Vision Insurance Coverage

a) School Year Employees Working Six (6) or More Hours Per Day - The District will be responsible for 100% of the monthly vision premium for the employee and their eligible dependents for the months of July through June, i.e., full year.

3) Dental Insurance Coverage

a) School Year Employees Working Six (6) or More Hours Per Day - For employees in this employment category who elect to enroll in the District-sponsored dental coverage program, the Board will pay the current monthly premium cost for a dental care program for the employee. The employee has the option to purchase coverage for his/her eligible dependents. Premium payments for July and August will be billed directly to the employee.

If an employee elects to purchase dental insurance for his/her dependents, premium payments will be deducted equally from the second payroll in September through the first payroll in June.

c. **For all support employees:**

1) Life Insurance Coverage - The District will provide life insurance coverage for eligible employees as indicated:

- a) School Year Employees Working
Six (6) or More Hours Per Day - \$15,000
- b) Extended School Year Employees - \$20,000
- c) Full-Time Employees - \$25,000

4. Clearance Renewal and Reimbursement/Physical Examination Reimbursement

- a) Upon successful completion of the probationary period, the District will reimburse a new employee to a maximum of \$80.00 (not to exceed out-of-pocket expenses) for the required Act 34 Clearance, Act 151 Clearance, FBI Clearance, and physical examination.
- b) Current employees requiring a physical will be reimbursed to a maximum of \$40.00 annually.

Payment for the aforementioned items will be made upon the submission of the appropriate form and a copy of the paid invoices or canceled checks to the business office through the employee's District level supervisor. A second option for physicals is to use the District's provider which will result in no out-of-pocket expenses for the physical.

All school employees are required to renew their background clearances every 60 months. This clearance renewal requirement is a condition of continued employment and is initially done at the employee's expense. Information on how to go about renewing the three clearances is available on the employment page of the District website.

5. Tuition Reimbursement

Tuition reimbursement will be available for the successful completion of prior approved courses designed to directly enhance the employee's job skills in one's current position. The logistics of pre-approval and post-approval will be on prescribed forms. Other stipulations include the following:

- a. Individual courses could qualify for approval; courses within a sequential program will be preferred although each course in the sequence may not necessarily be approved for reimbursement.
- b. Final approval or disapproval of requests will be at the discretion of the Director of Human Resources who, in consultation with the requester's supervisor(s), will ascertain the effectiveness value and the cost effective value of the request to the School District.
- c. The District will not provide release time for an employee to pursue such courses or programs.
- d. This fringe benefit is not intended to cover attendance at conferences.
- e. The maximum rate of reimbursement will be based on State System of Higher Education per credit rate. The District does not cover the cost of any fees associated with enrollment in college courses.
- f. Reimbursement will occur up to a maximum of 12 credits in any one fiscal year. (See Tuition Reimbursement form.)
- g. This fringe benefit will exclude any costs associated with programs required for reasons of routine state or federal licensing.
- h. Employees who leave the District's employ less than one year following receipt of tuition reimbursement shall be required to pay back the full amount previously

reimbursed by the District. Employees who leave the District after one year but prior to three years following receipt of tuition reimbursement shall be required to pay back half of the amount previously reimbursed by the District.

The above is summarized on Appendices A and B.

6. Sick Leave Incentive

An employee with a minimum of 15 years of service will be awarded the following per day for unused sick leave at the time of retirement:

The first 0-150 days will be reimbursed at \$20.00/day

Day 151 to Day 225 will be reimbursed at \$30.00/day

Day 226 and thereafter will be reimbursed at \$35.00/day

In order to qualify for this incentive, an employee must provide a minimum written notice 90 calendar days prior to retirement date. An employee's designated retirement date must fall within the employee's work calendar.

7. Medical/Hospital - Retired Employees

To the extent permitted by the carrier of the then current plan, if any, retired employees with 15 years of service in PSERS shall be permitted to retain medical/hospital coverage of the unit group until age 65 by paying the costs thereof in advance to the Board at such time or times as the Board shall direct. Failure to make payment to the Board within 15 days of said notice automatically shall terminate any further right of the retired employee or dependents to participate in the program.

C. Salary Administration Principles

1. Mid-Point Cap for New Employees

Support employees shall not be initially employed above the wage mid-point for the position's level.

2. Performance Appraisal: Basis of Wage Increases

The employee's performance, as appraised by his/her supervisor(s), shall constitute the basis for wage adjustments for the subsequent fiscal year. The annual evaluation cycle is May 1 - April 30.

3. Basis of Merit Pay Adjustments

The categories of employee performance appraisal are, in descending order:

Exemplary
High Performing
Meets Expectations
Developing
Does Not Meet Expectations

Since performance is the basis of rate adjustments applied on a percentage basis, it is clear that the lowest annual increases will be realized by those employees in the "Developing" category, with the greatest increases to be realized by those employees whose performance appraisal was "Exemplary." Employees judged "Does Not Meet Expectations" will not be entitled to a rate increase in the subsequent year and will be placed on probationary status for the subsequent fiscal year. If the employee continues to be rated "Does Not Meet Expectations" in any subsequent three-month evaluation, the employee may be terminated.

4. Level Adjustments

- a. An employee whose position, through objective position reevaluation, assumes a lower level, will have his/her merit pay grandfathered but will be subject to maximum of level provisions as explained below.
- b. An employee whose position, through objective position reevaluation, assumes a higher level will have his/her hourly rate adjusted for the year of the change based upon the employee's most recent performance evaluation. If the employee's rate of pay is below the new level minimum and the employee's most recent evaluation was meets expectations rating, the employee's hourly rate will go to minimum. If the employee's rate of pay is below the new level minimum and the employee's most recent evaluation was exemplary or high performing, the employee's hourly rate level adjustment will be increased by 2% over the new level minimum.
- c. An employee who seeks and/or is approved for transfer to a position of the same or higher level will be transferred at the greater of his/her current rate of pay or the agreed upon new rate which may not exceed the mid-point of the new position's level. The new rate will remain in effect through and following the probationary period.
- d. He/she will be placed on a three-month probationary period for job performance only.

- e. An employee who seeks and is approved for transfer to a position of lower level will be transferred at the same percent above the new level minimum rate as the employee was above the minimum for his/her prior level position.

5. Level Maximum Adjustments

Maximum wage rates for each level are recognized and shall not be exceeded.

D. Other Considerations

1. Job Description

A job description defines the general performance responsibilities of a given position and the qualifications which the employee shall maintain in order to be considered for continued employment in the position. The appropriate job description shall be issued to the employee at the time of employment and at any time of revision of the job description.

An employee unable to maintain the qualifications as per the job description, for example, valid operator's license, may be recommended for termination from the position. Similarly, an employee who, because of his/her driving record, is not eligible to be covered by the District's vehicle insurance policy may be recommended for termination.

2. Employee Safety and Accidents

The Board and the Administration desire to ensure that the workplace is as safe and healthy as one can reasonably expect. Employees are encouraged to keep safety in mind at all times. Please reference the West Shore School District Safety Manual, located in the main office of your building or department, for additional information. As applicable, the following set of safety standards is for your reference:

- Report to your supervisor any conditions or practices that may cause injury to you, to others, or damage to District property.
- Observe and practice safety rules and regulations established for your job.
- In the event of any illness or accident, no matter how insignificant you feel it is, report it to your supervisor at once; also, please note the final paragraph of this section.
- Do not wear loose clothing or jewelry around machinery. Employees with longer hair should also be careful around machinery; this also includes such office equipment as paper shredders. Departments may have a need to further define appropriate dress as per the Board policy.
- Never distract another employee who is operating machinery.
- Employees should not participate in practical jokes or horseplay.
- Keep your work area clean by picking up and properly disposing of litter which will help make the District a cleaner, safer place to work.

- Always shut down any machine before repairing or cleaning.
- Never leave any equipment running unattended.
- Always be in compliance with the tobacco/nicotine regulations of the District.
- Check fire extinguishers, fire hoses, and other equipment to assure they are in operational order and that you know how they are to be used.
- Always wear protective equipment such as safety glasses, gloves, hair nets and safety shoes when they are needed. Also, wear appropriate clothing and shoes for the job.
- Always keep exits, aisles, stairways, etc. well lighted and open to traffic.
- Lift properly, using your legs, not your back. Also, size a load; if it appears to be too heavy, request a helper.
- Always keep machine guards in place.
- Do not modify extension cords by removing the ground plug.
- When removing materials or foodstuffs from a stack, take from the top; do not undermine the load.
- Use signs and barriers to let others know that a floor is being mopped or wet.
- Employees are to operate any District vehicle in a safe manner, within posted speed limits and according to all other traffic rules. (The employee shall be responsible to pay any fines received.) Vehicle operators will check to see that lights, wipers, brakes, and so forth are working properly and that the tires are correctly inflated and have no visual defects. No riders except the operators shall be allowed on riding lawn mowers, tractors, snow blowers, etc. Before moving a vehicle, check that no one or any thing is under, beside, or behind the vehicle or in the vehicle's path; i.e., do a walk-around.
- No employee shall operate or use welding equipment, power tools, or torches without the proper instruction and permission of the supervisor.
- Storage of paints, combustible materials, cylinders of fuel gases, or other hazardous material shall be stored in a safe manner in designated areas only and they will be properly identified.
- Ladders and scaffolds shall be used in a safe manner and only for the purposes intended. Examples are: only one on a ladder; always face a ladder when climbing; position a ladder properly on the ground. On scaffolds, also follow manufacturer's instructions such as locking the wheels and keeping the guardrails in place.
- Clean up any spilled oil, grease, combustible or slippery material and dispose of the rags in a proper place.

Employees who may be injured as the result of an accident in the performance of his/her duties for the school District are covered by Pennsylvania Workers' Compensation.

IT IS IMPORTANT THAT ALL WORK-RELATED INJURIES, EVEN IF THEY SEEM MINOR AT THE TIME, BE REPORTED WITHIN 24 TO 48 HOURS FOLLOWING THE INJURY, TO THE BUSINESS OFFICE (938-9577).

3. Automated External Defibrillators

Automated external defibrillators (**AEDs**) are found in various locations throughout the District. AEDs make it possible for nonmedical people to respond quickly to a medical emergency where defibrillation is required. A listing of those locations may be found in Appendix D.

4. Extended Absence

Once a support employee has exhausted all forms of paid leave, the employee may request in writing an extended absence, without pay, for a period of up to one (1) year for reasons of personal health, child rearing, or family illness. The Board retains the right to grant or refuse each request on an individual basis. Extended absences are available only when other types of leave are exhausted and could result in the employee assuming the responsibility to pay for all medical benefits.

When an extended leave is needed, the employee should consult with their immediate supervisor or contact the Human Resources Office at 938-9577.

Employees wishing to return from an extended absence must submit to the Human Resources Office a letter requesting reinstatement and medical documentation showing they have been cleared by their physician to return to work.

5. Leave Without Pay

The work year for a support employee is defined by a work calendar. An employee's willingness to forfeit salary for any of these calendar days does not free the individual from this commitment.

Should an employee have exhausted other viable avenues of leave, and should the employee find it absolutely necessary to request additional absence, such request should be made following proper protocol. This request must include the specific reason for the absence and the date(s) of the requested absence(s) and be submitted to the immediate supervisor.

The Superintendent shall judge each request for leave without pay on its individual merits. Since any absence breaks the continuity of services, the effects of the absence on the staff and students as well as the interest of the employee must be considered.

The frequency of requests for leave without pay by any employee and the nature of the leave will also be considered. Leaves based largely on social, recreational, business or other non-emergency purposes are not likely to be approved.

An employee contemplating taking or having taken leave without pay should be aware of the ramifications of such decision on the employee's evaluation. Such leave will preclude the employee from receiving any holiday pay that may accrue during the absence.

6. Jury Duty/Subpoena

Non-bargaining support employees who are subpoenaed for jury duty shall be compensated for the difference between the wages the employee would have received and the amount received for the performance as a jurist.

Support employees who are subpoenaed as a witness in a legal proceeding relating to his/her employment with the Board shall be compensated at the employee's hourly rate for time missed. Compensation shall not be paid if the subpoena relates to personal legal matters or any proceeding against the Board in which the Board has not subpoenaed the employee to give testimony.

Such absences shall be requested following proper protocol and shall be accompanied by a copy of the subpoena.

7. In-Service

The Board and the Administration recognize the value of in-service training. Support employees are required to participate in planned in-service programs as noted on their annual work calendar. Annual in-service hours should be equivalent to the number of daily work hours.

Current regulations require that special education paraprofessionals complete 20 hours of continuing education every year (July 1 – June 30) as a condition of employment.

8. Transfers

Transfers from one location and/or position to another may be initiated by the District or by the employee. The latter, as positions are available, should be requested by the employee in writing to the immediate supervisor.

9. Policies Regarding Behavior

All employees employed by a public school in Pennsylvania are subject to provisions of the Public School Code of 1949, as amended. Section 514 of the Code specifically details "incompetency, intemperance, neglect of duty, violation of any of the school laws of the Commonwealth, and other improper conduct" as grounds for disciplinary action.

In addition, employees are subject to the provisions of the Policy Manual published by the Board of School Directors. The manual is available on the District web site at www.wssd.k12.pa.us. Employees are encouraged to read and become familiar with the sections of the Policy Manual that pertain to their job.

Important policies that everyone should review annually are Weapons; Tobacco/Nicotine; Discrimination/Title IX Sexual Harassment Affecting Staff; Hazing; Drug & Substance Abuse; and Maintaining Professional Adult/Student Boundaries. A brief synopsis of these policies is included below.

Please note: All employees are required to report to their direct supervisor any criminal charges or convictions upon their return to work or within seventy-two hours, whichever comes first. Failure to do so may result in disciplinary action up to and including termination of employment.

Additionally, Act 24 of 2011 requires all school employees to provide written notice, via the PDE 6004 form, within 72 hours of any arrest or conviction of offenses outlined in Section 111(e) and (f.1) of the Pennsylvania Public School Code. A copy of the PDE-6004 form may be found on the District website within the staff section under “Forms-Business Office and HR.” The list of reportable offenses is found in Appendix G. Failure to report such offenses may result in disciplinary action up to and including termination of employment.

Weapons

The policy bans at all times the presence of weapons in its buildings and grounds. When weapons are found on school property, the District will intervene to remove the weapons and prosecute.

Tobacco/Nicotine

This policy prohibits use of tobacco, nicotine, and nicotine delivery products by District employees in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the School District. The policy also prohibits use of tobacco, nicotine, and nicotine delivery products by District employees at school-sponsored activities that are held off of school property.

Discrimination/Title IX Sexual Harassment Affecting Staff

The West Shore School District does not discriminate against any person in any of its business or educational activities, including but not limited to any employment practice, student related matter, or contracting activity.

The District will provide to all persons equal access to all categories of employment in this District, regardless of race, age, color, creed, religion, sex, gender, gender identity, sexual orientation, ancestry, genetic information, marital status, pregnancy, national origin, handicap/disability, or differently-abled status, in accordance with state and federal laws governing educational and vocational programs and in its recruitment and employment practices. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

The Board also declares it to be the policy of this District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the District may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The Board encourages employees and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building administrator. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The District has established Title IX personnel to promptly respond to concerns and reports of sexual harassment and assault. All investigations into reports of sexual harassment and assault will be impartial, free of bias and conflicts, and will not prejudge the facts for either side. The District strives to maintain an environment where all students, staff, and greater community feel safe.

For more information, please contact Mrs. Evangeline Unti, Compliance Officer and Title IX Coordinator; 507 Fishing Creek Road, Lewisberry, PA 17339, eunti@wssd.k12.pa.us, telephone (717) 938-9577.

The Board prohibits retaliation by the District or any other person against any person for:

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The District, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if they believe retaliation has occurred. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Hazing

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times. No student, parent/guardian, coach, sponsor, advisor, volunteer or District employee shall engage in, condone, or ignore any form of hazing. Students, parents/guardians, coaches, sponsors, advisors, volunteers, and District employees shall be alert to incidents of hazing and shall immediately report such conduct to the building principal.

Drug & Substance Abuse

This policy speaks to the concern of the Board about the problems that may be caused by employee drug use, especially as it relates to their health and interactions with students and other employees.

Maintaining Professional Adult/Student Boundaries

All adults shall be expected to maintain professional, moral, and ethical relationships with District students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that are prohibited for employees and other adults when interacting with students.

IT IS THE DISTRICT'S EXPECTATION THAT EACH EMPLOYEE WILLINGLY ACCEPTS THE RESPONSIBILITY TO PERFORM HIS/HER SUPPORT JOB EFFECTIVELY AND EFFICIENTLY. NEVERTHELESS, EACH EMPLOYEE SHOULD BE INFORMED OF THE TYPES OF CONDUCT TO BE AVOIDED, AS SUCH BEHAVIORS ARE SUBJECT TO DISCIPLINARY ACTION. SUCH MISCONDUCT INCLUDES BUT IS NOT NECESSARILY LIMITED TO THE FOLLOWING:

- Insubordination or failure to perform work assigned by a supervisor on District time and on District premises to include sleeping or other non-work related activities.
- Theft of money, material goods, or payroll time.
- Unsatisfactory work performed or attitude on District time and on District premises.
- Habitual absence or excessive tardiness.
- Reporting to work under the influence of alcohol or other controlled substance.
- Noncompliance with the District policy regarding tobacco.
- Possession, use, delivery or sale of alcohol or other controlled substance on District time and/or District premises. Please note: Any employee, professional or otherwise, who is convicted of delivery of a controlled substance or convicted of possession of a controlled substance with the intent to deliver, as prohibited by the act of April 14, 1972 (P.L.233, No.64), known as "The Controlled Substance, Drug, Device and Cosmetic Act," shall be terminated from his or her employment with the school entity. The governing body of the school entity shall enforce this section.
- Use of vulgar, profane, or obscene language on District time or on District premises.
- Falsification of records, time cards, or other documents related to employment.
- Making a false statement at time of hiring.
- Horseplay, misconduct, or disregard of District policy.
- Defacing, misusing, damaging, or otherwise abusing District property.
- Accessing confidential information regarding staff/students which the employee has no legitimate purpose to access given his/her position with the District.
- Mistreatment of fellow employees, students or the public.
- Causing discord among fellow workers: fighting, gossiping, etc.
- Absence without advance notification and/or reason (failure to call in prior to absence).
- Any illegal, immoral, or improper action on District time or premises to including gambling.
- Any act of violence on District time and/or District premises.

- Carelessness in the securing or handling of the District's confidential information or keys.
- Violation or disregard of safety, fire, traffic, or parking lot regulation.
- Found guilty of a summary offense, misdemeanor, or felony committed on or off District time and/or premises. Please note: A person commits a misdemeanor of the first degree if he/she possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school.
- Threatening or assuming a threatening attitude toward fellow employees, students, or the public.
- Making threatening or intimidating phone calls to District buildings, employees, or the public.
- Theft of District property or of personal property of another person from any District location at any time.

10. Complaint Procedure

The Board and the administration of the West Shore School District desire, in the best interest of the District and the employees, that any complaints or differences of opinion be promptly settled so that the efficient operation of the school system shall not be interrupted.

- a. An employee with a complaint or difference of opinion shall first discuss the same with his/her immediate supervisor. An honest attempt shall be made to settle the complaint at this level.
- b. If the complaint has not been satisfactorily resolved, the complaint may be presented to the Director of Human Resources.
- c. The appeal may follow through the organization to the Board of School Directors if considered essential by the employee. The Board of School Directors shall review each situation upon presentation of the case in writing. The Board of School Directors shall investigate the situation promptly and respond in an appropriate manner.

11. Make-Up Time

Non-bargaining support employees have the opportunity to make up time that may be lost due to a delayed opening, early dismissal, or other emergency. Such time is to be made up within the same payroll period at a time mutually acceptable to the supervisor on a normal work day. Employees who do not make up said time shall not be compensated for the time lost. Full-time employees will have to reschedule these days subject to supervisors' availability or use personal or vacation time.

12. Overtime

It is District practice to schedule overtime hours only when absolutely necessary. Except for emergency situations where circumstances do not permit preapproval, all requests for overtime must have preapproval of the immediate administrative supervisor. Employees

will be paid at the rate of time and one-half for all hours worked in excess of 40 hours in a week.

13. Work Calendar

Work calendars are developed for each specific non-bargaining support position. These calendars are normally distributed prior to the close of the previous work year, or at the time of new employment, whichever occurs earlier. Employees are expected to work all of the days on their annual work calendar unless granted a paid leave per prior sections.

14. Termination Notice

Two weeks minimum notice is expected of any employee terminating employment with the District or as much time as possible would be appreciated. The employee should speak to his/her supervisor as soon as resignation is contemplated.

15. Liability Statement

The West Shore School District maintains liability coverages on which our employees are insureds. Therefore, all District employees, while acting within the course and scope of their duties, are covered to the same extent as the District, including legal defense, investigation and payment of judgments, up to the limits of the policies. Several types of liability insurance are written for the West Shore School District. Each has a distinct purpose:

a. General Liability - Covers bodily injury and/or property damage to third parties caused by insureds (persons insured) under the policy, or for which insureds are responsible. Persons insured under the policy include employees and volunteers of the District acting in the course and scope of their duties. This policy includes incidental medical malpractice coverage, provided for any insured other than medical professionals who engage in a medically-related activity, such as administering medication to a student, performing CPR or using an AED. Nurses and pupil services assistants are also covered for medical malpractice under this policy. The policy limits are \$1 million per occurrence (total for all claims in one event), and \$2 million aggregate (total of all claims in a one-year period).

b. Auto Liability - The District's Business Auto policy covers any auto owned or used by the District to conduct its various operations. This policy includes vehicles owned by the District and scheduled on the policy, and vehicles leased, hired, or borrowed by the District. The policy covers bodily injury and/or property damage caused to third parties by insureds under the policy, or for which insureds are responsible. Insureds under the policy include employees and volunteers. The District's auto liability policy has been specifically endorsed by the carrier to extend liability coverage to teachers, coaches, etc., who use their personal autos to conduct school business related directly to their job responsibilities. (Please note that physical damage to personally owned vehicles remains the responsibility of the vehicle owner.) The policy limit is \$1 million per claim.

c. Umbrella Liability – An extra \$2 million per occurrence and aggregate limit added to the General Liability and Auto Liability described above.

16. Security Statement

All support employees have in their job descriptions responsibility to assist the administration in monitoring and screening all visitors to the building to ensure a safe school environment. This is accomplished through the use of identification badges for employees and approved visitors. Employees and visitors shall wear their ID badges while on District property. People who are observed in the building without proper identification shall be reported to the administration immediately and escorted by staff until properly identified.

All doors shall be closed and locked when entering or exiting buildings.

Unusual behavior by students, staff, and visitors should be reported to an administrator immediately. Any note, phone call, or threatening language should also be reported to the building administrator without delay.

Unusual items that are observed in student, staff, or visitor possession, whether a weapon or object being used in a threatening way, should also be reported to the administration immediately.

Failure to report situations as described above can lead to reprimand, suspension, or loss of one's job.

17. Asbestos

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the 1988-89 school year the West Shore School District performed inspections of each of our school buildings for asbestos-containing building materials. The inspection findings and the asbestos management plans have been on file in each school's administrative office since that time.

The EPA requires the District to perform re-inspections of the asbestos materials every three years by accredited asbestos inspectors. Besides routine inspections on a regular basis, the District's Supervisor of Buildings & Grounds also performs six (6) month surveillances of the asbestos materials.

A substantial amount of asbestos has been removed from the buildings. Any remaining asbestos materials in the schools are in good condition and the District will continue to manage them in place, as recommended by our asbestos consultant. All buildings constructed after 1988 do not contain any asbestos.

Results of the re-inspections are in the management plan on file in the school's administrative office. They may be viewed during office hours.

18. Safety Data Sheets (SDS)

Per the Worker and Community Right to Know Act, the SDS for each building are maintained in the school offices. Employees may review this information as necessary. Questions may be directed to the Supervisor of Buildings and Grounds.

19. Public Record

Following District policy and state law, a record, including a financial record, is one that is not protected by a defined privilege or is not exempt from being disclosed under one of the exemptions in Pennsylvania's Right-to-Know Law or other federal or state law or regulation, judicial decree, or order. District employees who receive requests for access to public records shall immediately forward the request to the District's Open Records Officer at the Administration Center for Education.

20. Food Services Program

The Food Services Program is operated as a partnership between West Shore School District and Sodexo Quality of Life Services, a contracted food services management company.

For convenience, staff members may set up accounts and utilize the prepay system, so they can obtain school meals without carrying cash. School staff are expected to maintain balances above zero and make payments in full by the end of the week in the event their balance becomes negative. Staff members are asked to keep their accounts positive and may not use student accounts for their own meals.

21. Tax-Sheltered Annuity

Election to participate in, or make changes to, a tax-sheltered annuity may occur once in a calendar year. In order to allow sufficient time to process the paperwork for a new enrollment in a tax-sheltered annuity or a change to a current tax-sheltered annuity, all required paperwork is due to the Business Office by the 15th of the month. The payroll deduction will be put into effect on the first payday of the next month. For example: an employee who wants his/her tax-sheltered annuity payroll deduction change to be effective April 1, the required paperwork must be submitted by March 15.

Important Note: If a tax-sheltered annuity is stopped or altered at any time in a calendar year, a payroll deduction cannot be resumed or altered again until the next calendar year. The following companies have been approved by the Board to market tax-sheltered annuities to West Shore School District employees:

Ameriprise Financial Services

Vendor Plan Number: 1832

Phone (800) 862-7919

<http://www.ameriprise.com>

Equitable

Vendor Plan Number: 826087

Kyle Bickley

Phone (267) 825-1269 or (717) 560-2000; kyle.bickley@equitable.com

Franklin Templeton Bank & Trust, F.S.B.

Vendor Plan Number: 61087

Lucas Craig

Phone (866) 959-4500; lcraig@financialguide.com

Horace Mann's Retirement Advantage

Vendor Plan Number: 59a597

Phone (844) 895-0980

www.horacemann.com/retirementadvantage

Kades-Margolis

Vendor Plan Number: 479

Michael Lynch, Kades-Margolis

Phone (800) 433-1828, ext. 238; mlynch@4kmc.com

Security Benefit

Vendor Plan Number: O17338

Phone (800) 888-2461

<http://www.securitybenefit.com>

Vanguard Investments

Vendor Plan Number: V10102290

Phone (800) 569-4903

www.vanguard403bservices.com/application

22. IRS Section 125 Plan

The District has established an IRS Section 125 Plan for tax deferred employee benefits. The reimbursable section of the plan is optional; however, all employee premium co-pays will be pre-taxed through the Plan.

23. Retirement

All full-time employees and all part-time employees who work five hundred (500) hours or more per school year are required to belong to the Pennsylvania Public School Employees' Retirement System (PSERS). The employee, the District, and the Commonwealth of Pennsylvania contribute to the employee's retirement account.

a. Normal Retirement

Normal retirement, also known as superannuation or full retirement, is an unreduced DB benefit where all age and/or service requirements are met. The age and/or service requirements are dependent upon the employee's membership classification with PSERS. The PSERS website (<https://www.psers.pa.gov>) outlines the various membership classifications and the requirements for normal retirement.

b. Vesting

Vesting (deferring retirement) postpones receipt of your monthly retirement benefit until a later date. Vesting your account may eliminate penalties of an early retirement. It may also protect a death benefit greater than the value of your contributions and interest for your beneficiary. Employees should visit the PSERS website (<https://www.psers.pa.gov>) for more specific information.

c. Early Retirement

Early retirement is a reduced retirement benefit available to members who do not meet the normal retirement requirements. Employees should visit the PSERS

website (<https://www.psers.pa.gov>) for more specific information on early retirement.

d. Disability Retirement

To apply for a PSERS disability retirement benefit, you must have at least five (5) years of credited service with PSERS. There are more eligibility requirements to apply for a disability retirement. Employees should visit the PSERS website for specific information.

24. Death Benefit

The beneficiary of an employee who is a member of the Public School Employee's Retirement System and dies while in active service in the District is eligible for a death benefit. Upon application, the Pennsylvania Public School Employees' Retirement System will notify the employee's beneficiary of the total value of the death benefit and options which may be available to the beneficiary.

25. Beneficiaries

It is important all employees notify the Public School Employee's Retirement System of any change in marital status and/or beneficiaries to eliminate confusion and to protect benefits. Employees considering retirement or having questions concerning the status of their account, options, etc., should contact PSERS at (717) 787-8540 or (888) 773-7748.

Employees who are considering retirement in the near future may request a "Retirement Estimate" by completing a "Request for Retirement Estimate Form," which is available from PSERS. Employees should also reach out to the Director of Human Resources to schedule a meeting to discuss a variety of topics relating to retirement. The human resources office may be reached at (717) 938-9577, ext. 43069. The PSERS website (<https://www.psers.pa.gov>) also outlines suggested steps employees should complete if they are preparing for retirement.

III. PERFORMANCE APPRAISAL

Performance evaluations are designed to occur at the conclusion of an employee's probationary period, at the end of each employee's annual evaluation cycle, and at other times as deemed advisable by the supervisor. The tool utilized in the performance evaluation of each non-bargaining employee is referenced in Appendix C.

A. Evaluative Procedures

As a minimum, evaluations shall take place at the conclusion of an employee's probationary period and at the end of the annual evaluation period. The annual evaluation cycle shall be May 1 - April 30. A listing of employees, their performance evaluation level, and their recommended wage increase for the subsequent fiscal year shall be placed before the Board at the meeting each June, thus allowing wage increases to be realized in the first pay in July of the new fiscal year.

The evaluation instrument indicates that each employee shall be evaluated in four (4) domains:

1. Job Knowledge/Skills
2. Interpersonal Relationships
3. Work Habits
4. Professionalism

The evaluation of each domain component shall be recognized by points. The total points accrued by an individual shall determine the individual's evaluative placement into one (1) of five (5) evaluation categories:

Exemplary
High Performing
Meets Expectations
Developing
Does Not Meet Expectations

An employee who receives a “failing” score on three or more components within the four domains will receive an overall rating of “Does Not Meet Expectations”.

Each June the Board shall determine wage adjustments for each of the evaluation categories.

B. Appeal Process

Should a support employee be dissatisfied with an evaluation, that employee may initiate the following appeal procedure. Differences may arise because of an honest difference of opinion, an error in judgment, an oversight, or a misinterpretation. It is the intent of the appeal procedure that differences be settled as promptly as possible so that the job function is not interrupted and employee morale is not impaired.

1. An employee shall present an appeal in writing to the supervisor who issued the report. The appeal must be filed within five (5) working days* of the date the employee is informed of the report and shall state in clear, specific terms the reason for the appeal.
2. If the appeal has been presented in accordance with Step 1 above and the matter has not been satisfactorily settled within ten (10) working days subsequent to the employee's being informed of the evaluation, the employee shall present the appeal in writing to the Superintendent or his designee. The appeal to the Superintendent must be presented within fifteen (15) working days of the employee's being informed of the report or rating.

*A working day is one that the District Office is open for business.

WEST SHORE SCHOOL DISTRICT
Support Employee Request for Tuition Reimbursement

The Board shall reimburse each employee who is not otherwise reimbursed the amount hereinafter indicated for each qualifying course successfully passed by said employee and not otherwise required by law or regulation up to a maximum of twelve (12) credits in any one school fiscal year. The following shall be required to qualify for reimbursement:

- a) The course shall have the prior approval of the employee's immediate supervisor and the Office of Human Resources and thereafter shall be earned at the named sponsoring institution;
- b) The course shall be one which shall directly enhance the employee's job skills in his/her current position;
- c) The employee shall have received a satisfactory or higher grade for the course (C or better); and
- d) Within six (6) weeks of completion, the employee shall furnish satisfactory evidence on an official form or stationery from the sponsoring institution where the course was taken of successful completion of the credit(s).

The rate of credit reimbursement for courses shall be the lesser of the cost or the equivalent State System of Higher Education per credit tuition rate. Fifteen (15) formal hours of course work shall equal one (1) credit hour.

Approval by the Director of Human Resources must have been requested prior to course registration via the form, Preapproval for Support Employee Tuition Reimbursement. Employees are hereby informed that the IRS considers such reimbursement taxable income.

Employees who leave the District's employ less than one year following receipt of tuition reimbursement shall be required to pay back the full amount previously reimbursed by the District. Employees who leave the District after one year but prior to three years following receipt of tuition reimbursement shall be required to pay back half of the amount previously reimbursed by the District.

Please print information below.

Name _____ Building _____

Course Number and Title	Month/Year of Course		Credits Earned	Actual Cost (Tuition Only)
1.	From	To		\$
2.	From	To		\$

Sponsoring institution where course(s) were taken: _____

Employee must attach to this form satisfactory evidence (see (d) above) and a receipt showing payment of course tuition. Send the packet including this request form to the Director of Human Resources at ACE.

Employee Signature _____ Date _____

Address to which reimbursement check is to be sent: _____

OFFICE OF HUMAN RESOURCES USE ONLY

Approved (_____) credits at \$ _____ per credit = \$ _____ total)

Disapproved – Explanation: _____

Authorized Signature: _____ Date: _____

Domain 1: Job Knowledge/Skills

This domain measures the non-bargaining support employee's job related knowledge and skill level including work processes and procedures required for successful performance in all phases of the employee's roles and responsibilities.

Component	Failing	Needs Improvement	Proficient	Distinguished
1a: Maintenance of Records	<p>The support employee fails to maintain accurate records;</p> <p>Records are missing completely or in total disarray. The lack of organization results in confusion, error, or inability to retrieve documents.</p> <p>Others are unable to interpret the system and retrieve records.</p>	<p>The records maintained by the support employee are occasionally inaccurate.</p> <p>Records occasionally require reorganization to avoid confusion or error.</p> <p>Records are maintained but are not always filed in a timely manner.</p>	<p>The support employee maintains accurate records;</p> <p>Records are filed in a timely manner;</p> <p>Maintains a highly effective system of records maintenance.</p>	<p>... and</p> <p>Others are able to interpret the system and retrieve records in the absence of the employee;</p> <p>Acts as a resource for others in the maintenance and organization of records.</p>
1b: Use of Technology	<p>The support employee fails to utilize technology;</p> <p>Is aware of available technology but does not utilize it to increase productivity and efficiency.</p>	<p>The support employee displays occasional usage of technology;</p> <p>Is aware and makes attempts to use technology with limited success.</p>	<p>The support employee displays an awareness of available technology resources and makes use of them regularly to enhance work performance.</p>	<p>... and</p> <p>The support employee applies technology tools to new work conditions or tasks and</p> <p>Actively seeks and utilizes additional outside technology resources to enhance work performance;</p> <p>Acts as a resource for others in regard to technology utilization.</p>
1c: Use of Available Resources	<p>The support employee is unaware of available resources.</p>	<p>The support employee displays limited awareness or use of available resources.</p>	<p>The support employee displays awareness of available resources and makes use of them regularly to enhance work performance.</p>	<p>... and</p> <p>Actively seeks and utilizes additional outside resources to enhance work performance.</p>

Component	Failing	Needs Improvement	Proficient	Distinguished
1d: Annual Process of Position	The support employee fails to remember annual processes and responsibilities, frequently misses required timelines, or requires continual reminders from supervisor.	The support employee understands annual processes and responsibilities but may periodically miss required timelines or require occasional reminders from supervisor.	The support employee understands annual processes and responsibilities and meets all required timelines.	<p>... and</p> <p>The support employee maintains a well-documented timeline of annual processes and responsibilities which is available as a building/departmental resource;</p> <p>Proactively prepares materials for anticipated deadlines.</p>
1e: District policies/procedures/processes	<p>The support employee has little understanding of district policies, procedures and processes related to the position;</p> <p>Fails to access and reference current district policies, procedures, and processes related to the position.</p>	<p>The support employee has a basic understanding of district policies, procedures, and processes related to the position;</p> <p>Occasionally accesses and references current district policies, procedures, and processes related to the position.</p>	<p>The support employee understands and adheres to essential district policies, procedures, and processes related to the position;</p> <p>Accesses and regularly references current district policies, procedures, and processes related to the position.</p>	<p>... and</p> <p>Acts as a resource to others on essential district policies, procedures, and processes related to the position;</p> <p>Assists in the creation or refinement of procedures and processes and</p> <p>Notifies supervisor when deficiencies are identified in current policies and changes are needed.</p>

Domain 2: Interpersonal Relationships

This domain measures the non-bargaining support employee's cultivation and care of positive and productive relationships with all necessary stakeholders (staff, parents, students, etc.). Additionally, this domain measures the effectiveness of the employee's communication and ability to work with others.

Component	Failing	Needs Improvement	Proficient	Distinguished
2a: Communication	<p>The support employee fails to communicate effectively or timely;</p> <p>Fails to listen effectively and/or frequently interrupts;</p> <p>Has minimal use of correct spoken and written language and is unable to convey basic ideas and concepts;</p> <p>Communication is often negative, or disrespectful, contributing to a climate where interactions are characterized by conflict, sarcasm, or destructive criticism;</p> <p>Has little or no regard for procedures and channel of communication.</p>	<p>The support employee does not consistently communicate effectively and/or in a timely manner;</p> <p>Listens to supervisor(s), colleagues, parents, students, and all applicable stakeholders but at times is inattentive or disengaged;</p> <p>Lacks clarity in the spoken or written word; employee displays general use of correct spoken and written language;</p> <p>Communication may be inappropriate, sarcastic, negative, or disrespectful at times, occasionally contains inconsistencies, favoritism or insensitivity;</p> <p>Occasionally bypasses appropriate procedures and channels of communication.</p>	<p>The support employee communicates effectively and exchanges relevant information in a timely manner;</p> <p>Listens to supervisor(s), colleagues, parents, students, and all applicable stakeholders with intent and understanding;</p> <p>Speaks and writes clearly; displays consistent and proficient use of correct spoken and written language;</p> <p>Communication demonstrates understanding and respect for others;</p> <p>Consistently uses appropriate procedures and channels of communication.</p>	<p>... and</p> <p>Maintains open and effective communication at all times; sharing important information;</p> <p>Listens to supervisor(s), colleagues, parents, students, and all applicable stakeholders with intent and understanding, displays empathy, and seeks or provides feedback;</p> <p>Proficiently organizes and presents difficult facts and ideas orally and in writing; displays consistent and proficient use of correct and expressive spoken and written language;</p> <p>Communication motivates and encourages others to positively contribute to the school/departmental culture;</p> <p>Generates potential solutions when using appropriate procedures and channels of communication.</p>

Component	Failing	Needs Improvement	Proficient	Distinguished
2b: Teamwork	<p>The support employee is unaware of, or works in opposition to, building/district goals and initiatives;</p> <p>Refuses to assist, or reluctantly provides assistance to colleagues when directed;</p> <p>Does not work well with others; interpersonal relationships are counterproductive to work unit or team functions.</p>	<p>The support employee cooperates with others when required.</p> <p>Aware of building/district goals and initiatives, but provides limited support or contributions;</p> <p>When directed, provides assistance to colleagues;</p> <p>Cooperates with others when required; occasionally has difficulty getting along with others; requires reminders regarding needs and sensitivities of others.</p>	<p>The support employee supports and contributes to building/district goals and initiatives;</p> <p>Provides assistance to colleagues when needed;</p> <p>Interacts in a collegial and cooperative manner; works well with others; avoids disruptive behavior; deals with conflict and frustration appropriately.</p>	<p>... and</p> <p>The support employee consistently volunteers to participate in building/district projects, and events;</p> <p>Takes initiative to develop strong, supportive relationships that promote a positive work environment;</p> <p>Independently identifies where assistance is needed and provides it;</p> <p>Fosters teamwork, cooperation, and positive work relationships; independently resolves conflicts.</p>
2c: Responsiveness	<p>The support employee fails to respond to inquiries with useful information;</p> <p>Is unreceptive to suggestions/feedback;</p> <p>Demonstrates no follow through on task or assignments.</p>	<p>The support employee responds to inquiries with limited information or in an untimely manner;</p> <p>Understands suggestions/feedback but requires additional support to enact changes;</p> <p>Follow through on tasks or assigned projects is sporadic, untimely and/or requires monitoring from supervisor.</p>	<p>The support employee responds to inquiries with accurate information in a timely manner;</p> <p>Is responsive to suggestions/feedback and acts upon them in a professional manner;</p> <p>Follows through on tasks or assigned projects in a timely manner.</p>	<p>... and</p> <p>The support employee uses inquiries as an opportunity to enhance the quality of service, improve job knowledge, and/or refine internal processes;</p> <p>Knows when to act, when to consult, when to suggest change; informs supervisor of potential problems.</p>

Domain 3: Work Habits

This domain measures the non-bargaining support employee's performance relative to effective utilization of time, organizational skills, volume of work produced, initiative demonstrated, and independent decision making skills.

Component	Failing	Needs Improvement	Proficient	Distinguished
3a: Quality of Work-Attention to detail/proofreading	The support employee routinely makes mistakes; work contains careless errors; little to no attention to detail is demonstrated.	The support employee's end product is below expected standards; there are occasional errors within documents; work requires supervisor to carefully review materials for accuracy.	The support employee produces thorough and accurate end product by paying close attention to detail and proofreading materials carefully.	... and Produces work that exceeds supervisor's expectations and reflects pride in job performance.
3b: Quantity of Work	The support employee fails to produce expected output or is exceptionally slow in completing tasks.	Output is occasionally below expected standard; requires the assistance of supervisor to establish more effective processes for meeting output standards.	The support employee maintains a productive and efficient pace; meets expected output standards.	... and Systems and processes used become a model for the improvement of other employees.
3c: Time Management/Utilization	The support employee fails to use time productively. Routinely engages in activities not related to the job description; time on task is minimal; Behavior is disruptive and/or distracting to others.	The support employee does not consistently utilize work time in an effective and efficient manner; distractions impact completion of tasks.	The support employee prioritizes and completes assignments and commitments in a timely and efficient manner; avoids unnecessary disruptions and distractions.	... and Forecasts upcoming deadlines and frequently has tasks completed in advance of established deadline; Serves as a resource for others on time management skills.
3d: Organization/Ability to Learn	Lacks a systematic approach to completing tasks; Has great difficulty comprehending/carrying out new responsibilities; Work area is in disarray and interferes with job performance.	The support employee's lack of organization or inconsistent approach to tasks interferes with job performance; Instructions often need to be repeated.	The support employee demonstrates the ability to organize workload to meet performance responsibilities; Able to work independently on tasks once instruction or training is provided.	... and Quickly masters new responsibilities/tasks, and makes recommendations to refine or improve processes and efficiencies; Prioritizes responsibilities and deadlines without assistance from supervisor.

Component	Failing	Needs Improvement	Proficient	Distinguished
3e: Safety and Security	<p>The support employee fails to follow established policies and safety procedures;</p> <p>Fails to recognize and/or report potential hazards in the workplace.</p>	<p>The support employee demonstrates limited awareness of established safety policies and procedures;</p> <p>Recognizes but does not always address or report safety hazards in the workplace.</p>	<p>The support employee adheres to the organizational safety and security procedures;</p> <p>Recognizes, addresses, and reports safety hazards in the workplace.</p>	<p>... and</p> <p>Suggests improvements for safety and security policies.</p>
3f: Initiative and Constructive Feedback	<p>The support employee fails to take initiative; takes action only when directed;</p> <p>Reacts negatively to constructive feedback;</p> <p>Opinions and suggestions have a negative tone and are rarely constructive.</p>	<p>The support employee inconsistently takes initiative;</p> <p>Accepts constructive feedback but fails to make changes based on recommendations;</p> <p>Opinions and suggestions are shared but rarely offers solutions to problems or recommendations for improvements.</p>	<p>The support employee consistently takes initiative;</p> <p>Appreciates and accepts constructive feedback and makes changes based on recommendations;</p> <p>Opinions and suggestions are shared and lead to solutions or recommendations for improvements.</p>	<p>... and</p> <p>Identifies problems and actively seeks solutions;</p> <p>Acts as a resource and offers appropriate suggestions to all stakeholders.</p>
3g: Decision Making	<p>The support employee fails to make sound decisions or requires supervisor to make routine decisions.</p>	<p>The support employee requires a great deal of coaching to make sound decisions.</p>	<p>The support employee is able to independently make sound decisions.</p>	<p>... and</p> <p>Exercises sound judgment and decision making in the absence of the supervisor.</p>

Domain 4: Professionalism

This domain measures the non-bargaining support employee's ability to set annual goals and measure progress on those goals established with the guidance of the supervisor. It also measures the employee's dependability, sensitivity for handling confidential materials and how the employee responds to stressful situations.

Component	Failing	Needs Improvement	Proficient	Distinguished
4a: Professional Growth	The support employee fails to recognize the need for professional growth; participation in staff development is only completed when required and lacks engagement.	The support employee participates in professional growth only as required or directed. While present for activities, the employee is limited in his/her engagement.	The support employee welcomes professional growth opportunities and actively participates in staff development.	<p><i>... and</i></p> <p>The support employee seeks out professional growth opportunities above and beyond those required;</p> <p>Professional development is utilized not just as a personal activity, but a way to improve their building/department.</p>
4b: Goal Oriented	The support employee fails to establish goals completely or has no defined plan to show progress towards established goals.	<p>The support employee establishes goals with assistance from their supervisor, but frequently loses focus on his/her goals;</p> <p>Progress towards goals is limited or occurs through normal work routine rather than a schedule of milestones and achievements.</p>	<p>The support employee establishes goals with assistance from his/her supervisor and maintains focus on his/her goals throughout the school year;</p> <p>Progress is measurable through a schedule of milestones and achievements; when progress cannot be made, adequate justification is available.</p>	<p><i>... and</i></p> <p>The support employee establishes goals clearly aligned with District and departmental/building goals; adjustments occur to ensure that progress towards goals continues in spite of obstacles and challenges.</p>

Component	Failing	Needs Improvement	Proficient	Distinguished
4c: Attitude--Handling stressful situations	The support employee is unable to cope with stressful situations; is uncooperative, short, or disinterested, and creates tension within the building/department; employee's attitude negatively affects their coworkers and peers.	The support employee is generally able to cope with stress; stressful situations cause the employee to become uncooperative, short or disinterested, and create tension within the building/department; employee's attitude affects his/her coworkers and peers.	The support employee manages stress effectively; only the most extreme circumstances have any impact on the employee's composure; employee's attitude, while typically positive, has little or no effect on his/her coworkers and peers.	<p>... and</p> <p>The support employee often views stressful situations as a challenge or an opportunity;</p> <p>Maintains his/her composure and remains positive even under extreme circumstances;</p> <p>Positively affects his/her coworkers and peers.</p>
4d: Dependability & Attendance	The support employee is often absent or late, fails to provide acceptable excuses, and has exhausted all available leave and had to use unpaid leave; the employee's absences have adversely affected the overall functioning of the organization.	The support employee continually asks for exceptions to approved work hours, i.e. appointments, personal business, unpaid leave, etc.; pattern of attendance has an adverse effect on the output of the position.	The support employee arrives to work on time and occasionally varies work hours with prior approval; recognizes the impact of his/her work schedule on the functioning of the organization.	<p>... and</p> <p>Is absent or late only for exceptional reasons;</p> <p>Attendance consistently demonstrates a recognition of the needs of the position, the supervisor, and the organization.</p>
4e: Confidentiality	The support employee routinely shares sensitive information; confidential information is handled, processed, stored, and disposed of with no regard for records management policies and procedures.	The support employee occasionally demonstrates poor judgment when sharing sensitive information; confidential information is not always handled, processed, stored, and disposed of properly.	The support employee is able to distinguish what information may be shared; confidential information is handled, processed, stored, and disposed of properly.	<p>... and</p> <p>Employee always exercises discretion while interacting with others; sensitive information is kept in confidence but is utilized to ensure students and staff are treated with empathy, compassion, and a commitment to a service oriented mentality.</p>

W E S T S H O R E S C H O O L D I S T R I C T

Non-Bargaining Support Evaluation Summary Worksheet

Employee: _____ Position: _____ 2023-2024

Employee #: _____ Evaluator: _____ Building: _____

	Failing 0	Needs Improvement 1	Proficient 2	Distinguished 3
Domain 1: Job Knowledge/Skills				
1a. Maintenance of Records				0
1b. Use of Technology				0
1c. Use of Available Resources				0
1d. Annual Process of Position				0
1e. District Policies/Procedures/Processes				0
Domain 1: Overall Score				0
Domain 2: Interpersonal Relationships				
2a. Communication *				0
2b. Teamwork *				0
2c. Responsiveness *				0
Domain 2: Overall Score				0
Domain 3: Work Habits				
3a. Quality of Work-Attention to Detail				0
3b. Quantity of Work				0
3c. Time Management/Utilization				0
3d. Organization/Ability to Learn				0
3e. Safety and Security				0
3f. Initiative and Constructive Feedback				0
3g. Decision Making				0
Domain 3: Overall Score				0
Domain 4: Professionalism				
4a. Professional Growth				0
4b. Goal Oriented *				0
4c. Attitude-Handling Stressful Situations				0
4d. Dependability & Attendance				0
4e. Confidentiality				0
Domain 4: Overall Score				0
Total Score for Domains 1-4				0

Signature of Employee: _____

Date: _____

Signature of Evaluator: _____

Date: _____

Additional Comments:

** Score is doubled for these components. Employee must select one additional component where their score will be doubled and should designate that component by placing a * in the appropriate column. May not be one of the areas already designated. The remaining four percent of the total evaluation comes the additional doubled area.*

Goal Setting Worksheet

Employee Name: _____

Supervisor: _____

Conference Date: _____

Evaluation Date: _____

Strengths of Performance

Areas for Growth in Performance/Goal Areas

Action Steps:

Component where earned points will be doubled _____

A meeting was held to discuss the growth (goal) areas for the 2023/24 work year.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

NON-BARGAINING SUPPORT PERFORMANCE CATEGORIES

Exemplary 66-75

The exemplary employee consistently performs at an exceptional level of effectiveness in achieving goals and ongoing work responsibilities; creatively solves problems; and contributes positively to the District. The exemplary employee regularly seeks opportunities to increase job knowledge and skills and applies new knowledge to improve performance of self and the team. Ratings at this level require examples of exceptional accomplishments and how the individual contributed significantly toward school or department growth.

High Performing 58-65

The high performing employee proactively meets and frequently exceeds expectations in regards to goals and ongoing position responsibilities; makes a significant contribution to achieving building/department goals; increases job knowledge and skills and applies new knowledge to improve performance. The high performing employee consistently meets or exceeds District competencies at the expected level or above. Ratings at this level require examples of how the individual's performance contributes to school or department growth.

Meets Expectations 48-57

In order to earn a meets expectations rating the employee must consistently meet job expectations and accomplish goals and ongoing work responsibilities; be successful in terms of expected work output, quantity/quality and contribute to the building/department's success. The employee readily adjusts to changing situations and additional work; successfully addresses problems and improves processes. Ratings at this level require examples of meeting goal accomplishments and work responsibilities.

Developing 42-47

In order to earn a developing rating the employee must complete some, but not all, of the key tasks and objectives necessary to achieve goals. The employee partially demonstrates the competencies and knowledge required to fully accomplish the job and produces an outcome that partially meets the job expectations. The employee requires some close supervision toward achieving goals and meeting job responsibilities. Ratings at this level require examples of partially meeting goal accomplishments and work responsibilities.

Does Not Meet Expectations 41 or less

In order to earn a does not meet expectations rating the employee must be inconsistent in job performance related to goal achievement, quality, quantity of work and/or the individual is not yet technically proficient or does not show sustained and continuing progress toward achieving proficiency, ongoing work results, or goals. The employee frequently needs assistance, requires more supervision, and/or deadlines may be missed; work may need to be or has been modified or reassigned to others. Ratings at this level are based upon previous documentation of performance issues during the review period and require illustrations of ongoing or sustained improvement needed. Employees at this level will be placed on an improvement plan.

West Shore School District - AED Defibrillator Campus Locations

<u>Building</u>	<u>Location</u>
Cedar Cliff High School*	Athletic Training Room (2 one travels with trainer) Outside Auditorium Outside Cafeteria 1 st floor ramp between Planetarium and main building
Red Land High School*	Athletic Training Room (2 one travels with trainer) Main Gym Main Office Library Field House (outside)
Allen Middle School*	Outside the Main Office
Crossroads Middle School*	Outside Nurse's Office Rear Lobby at Entrance of Cafeteria Concession Stand (comes in during the winter months)
New Cumberland Middle School*	Outside the Auditorium Outside the Gym Lobby
Fairview Elementary School*	Outside Main Office
Fishing Creek Elementary School*	Outside Office in Hallway
Highland Elementary School*	Main Hallway between Gym and Cafeteria
Hillside Elementary School*	Outside Gym and Cafeteria
Newberry Elementary School*	Outside Main Office
Red Mill Elementary School*	Main Office Hallway Outside of the Gym
Rossmoyne Elementary School*	Hallway by Nurse's Office
Washington Heights Elementary School*	Main Lobby by Main Office
<u>District Facilities</u>	
Administration Center for Education	Hallway outside Print Shop (Stop the Bleed kit)
Lowther Field	Concession Stand (comes in during the winter months)
Natatorium	Pool Deck
Stadium	Boys' Team Room (comes in during the winter months) with Stop the Bleed kit in main concession.
Transportation Center	Hallway over the Water Fountain

Electronic Communications

Board Policy 815 – Violation of the Acceptable Use of Computing Resources and the Internet policy may result in disciplinary action up to and including recommendation for the termination of employment.

Third Party Equipment – The use of non-district purchased computing and/or electronic equipment including but not limited to printers, computers, and hand-held devices in conjunction with District resources is prohibited without consent of the Technology and Media Services Department. In some buildings, personal devices can access network resources using the designated Wi-Fi networks. Otherwise, all requests should be initiated through the building principal/supervisor. For purposes of this section, the term “in conjunction with” means electronic transfer of data from one device to another.

Posting Electronic-Based Information

- The use of electronic devices to take photographs, or to record audio or video at any time during the school day or at any school sponsored event that is not open to the general public is prohibited, unless the building administrator has authorized the photograph or recording for educational or instructional purposes.
- Descriptions of events or accounts involving students and/or employees should be positive in tone and not derogatory in any way.

Electronic Mail and/or Messaging Policy

- The District is not responsible for the content of unsolicited electronic communications.
- Electronic communication accounts (e-mail) are provided for professional use only.
- E-mail is not a secure form of communication. It is impossible to verify either the sender or the recipient or to restrict dissemination of electronic communications. Therefore, communication via electronic means should be limited to factual information pertaining to topics directly related to the performance of an employee’s related duties.

Personal Cell Phone Use Guidelines

Given the pervasive use of cell phones in our society, it is necessary for employers to establish practices and procedures for personal cell phone use in the workplace. Personal business should be conducted outside the work day; however, emergency situations may warrant a readily accessible cellular telephone.

The following guidelines shall be followed for the use of personal cell phones during the workday:

- Employees may possess personal cell phones on school district property. They may not be used in the presence of students during normal working hours under normal conditions.
- Sounding devices must be turned off at all times. Incoming or outgoing calls must be limited to emergency issues only.

- Unless there is an emergency situation, all outgoing calls shall be made during scheduled break or lunch times and out of the line of sight and hearing range of students and coworkers.
- A cell phone may always be used for communication purposes during emergencies.
- If an employee successfully contacts an emergency services provider during a crisis situation, the employee should not hang up the telephone at the end of the call. The employee should stay on the telephone line and keep the line open in order to provide additional information.
- It is permissible for a District employee to use another person's cell phone in the event of a school emergency.
- Use of a cell phone while operating machinery or driving a District vehicle is strictly prohibited.
- The District is not responsible for damage to the personal cell phone of an employee.
- A violation of the cell phone use guidelines may subject an employee to disciplinary action.

RETURN-TO-WORK PROGRAM PHILOSOPHY

EMPLOYEES ARE OUR MOST IMPORTANT ASSETS!

West Shore School District's Return-To-Work Program is based on the assumption that there is nothing more important than our employees. When an employee loses time from his or her job as a result of poor health or accidents, or is unable to return to work due to these conditions, everyone loses.

- The employee loses contact with his/her friends, relationships with coworkers, income, benefits and, most importantly, self-esteem, which is often so closely tied to employment.
- West Shore School District loses a valuable employee.

OUR PROGRAM

In order to meet our goal of enabling employees to return to productive employment as rapidly as possible, West Shore School District takes the following steps:

- We will work with the treating provider from the employee's first medical appointment to discuss the physical demands of the employee's regular job, or the demands of alternative temporary tasks. Every effort is made to enable the employee to return to work either immediately or in the very near future.
- We maintain contact on each case on a regular basis with the healthcare provider to see if an enhanced release can be obtained or whether alternate tasks or additional hours of duty can be approved safely.
- We meet with the healthcare provider immediately if permanent limitations of any kind are projected to determine if these will, in any way, affect the employee's ability to return to his or her regular job or to determine whether we need to consider permanent modifications or other alternatives.

Because everyone loses when an employee must be temporarily or permanently off the job, it stands to reason that everyone wins when employees are returned to work as quickly as medically possible and become productive, in even a small way, as soon as possible after injury.

Report Workplace Injuries in 24 hours

Benefits of Early Reporting

- Establishes the claim
- Allows claims adjuster to begin management of the claim sooner
- Speeds delivery of necessary benefits
- Increases early return-to-work opportunities

Reporting the Injury is Easy

When you call you will be asked to provide the information listed below. If you are not able to provide all the information initially, the minimum information needed is shown in italics:

INJURY INFORMATION

- *Date of injury/date of last exposure*
- Time of injury
- Description of accident
- *Nature of injury*
- Witness information (if available)

EMPLOYEE INFORMATION

- *Name*
- *Social Security Number*
- *Address*
- Phone number
- *Date of birth*
- *Gender*
- Marital status
- Employment status
- *Primary work location*
- Work schedule



To report an injury,
please call

717-938-9577

and ask to speak with the
West Shore School District's
Workers' Compensation
Representative.

24

LIST OF REPORTABLE OFFENSES

▣ **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

<ul style="list-style-type: none"> ▪ Chapter 25 (relating to criminal homicide) ▪ Section 2702 (relating to aggravated assault) ▪ Section 2709.1 (relating to stalking) ▪ Section 2901 (relating to kidnapping) ▪ Section 2902 (relating to unlawful restraint) ▪ Section 2910 (relating to luring a child into a motor vehicle or structure) ▪ Section 3121 (relating to rape) ▪ Section 3122.1 (relating to statutory sexual assault) ▪ Section 3123 (relating to involuntary deviate sexual intercourse) ▪ Section 3124.1 (relating to sexual assault) ▪ Section 3124.2 (relating to institutional sexual assault) ▪ Section 3125 (relating to aggravated indecent assault) ▪ Section 3126 (relating to indecent assault) ▪ Section 3127 (relating to indecent exposure) ▪ Section 3129 (relating to sexual intercourse with animal) ▪ Section 4302 (relating to incest) ▪ Section 4303 (relating to concealing death of child) 	<ul style="list-style-type: none"> ▪ Section 4304 (relating to endangering welfare of children) ▪ Section 4305 (relating to dealing in infant children) ▪ A felony offense under section 5902(b) (relating to prostitution and related offenses) ▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances) ▪ Section 6301(a)(1) (relating to corruption of minors) ▪ Section 6312 (relating to sexual abuse of children) ▪ Section 6318 (relating to unlawful contact with minor) ▪ Section 6319 (relating to solicitation of minors to traffic drugs) ▪ Section 6320 (relating to sexual exploitation of children)
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- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.”
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
 - the United States; or
 - one of its territories or possessions; or
 - another state; or
 - the District of Columbia; or
 - the Commonwealth of Puerto Rico; or
 - a foreign nation; or
 - under a former law of this Commonwealth.

▣ **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

MEDICAL INSURANCE

(Please refer to pages 10-12 to determine eligibility for participation in District-sponsored health plans.)

A. Plan Options. Employees shall have the following options with respect to health benefits:

1. Option 1: PPO 600 with deductibles of \$600 (employee only) and \$1200 (employee plus one or more family members) and other benefits as are set forth in the Benefit Highlights document attached hereto.

(a) The employee share of premium costs shall be fifteen percent (15%), provided that the employee (and spouse, where applicable) participate in the Plan's Wellness Program. Without participation in the Wellness Program, the employee share of premium costs shall be twenty percent (20%).

2. Option 2: A Qualified High Deductible Health Plan (QHDHP) with a Health Savings Account (HSA) and deductibles of \$2,000.00 (employee only) or \$4,000.00 (employee plus one or more family members) and other provisions as set forth in the Benefit Highlights document attached hereto. The employee share of premium costs shall be ten percent (10.0%). The District shall make contributions to the employee's HSA as follows:

(a) The District shall contribute either: \$1,250.00 (for employee only coverage) or \$2,500.00 (employee plus one or more family members, provided that the employee (and spouse, where applicable) participate in the Plan's Wellness Program. Without participation in the Wellness Program, the District's contribution to the employee's HSA shall be: \$750.00 (for employee only coverage); or \$1,500.00 (for coverage for the employee plus one or more family members). The District's standard contribution to an Employee's HSA shall be payable in lump sum and processed with the first payroll in January of each year. The District's enhanced contribution to an Employee's HSA for participation in the Wellness Program shall be payable in lump sum on or before January 31st of each year for Employees who elect to participate in the Wellness Program. To qualify for the enhanced contribution, the Employee (and the Employee's spouse, if enrolled) must provide written confirmation of completion of the requirements for participation in the Wellness Program no later than December 31st of the preceding year. In the event of the termination of employment for any reason, no additional District contribution shall be made after the effective date of such termination.

(b) Proration of District contribution for new hires is shown in the chart below.

First Day of Employment	Percentage of Full Contribution*	
	School Year Employment	Full Year Employment
On or before January 31	100%	100%
February 1 – March 31	80%	90%
April 1 – May 31	65%	75%
June 1 – July 31	50%	60%
August 1 – September 30	35%	45%
October 1- November 30	20%	30%
December 1 – December 31	10%	15%

*Employees hired on a temporary basis (e.g., one semester) shall be entitled to an Employer contribution prorated on the basis of their period of employment as a percentage of the full (calendar) year, as the case may be.

Employer contributions will be paid in lump sum, within thirty (30) days of the first day of employment.

3. Monthly Service Fee. The District shall pay the cost of the monthly service fee (if any) that may be charged by the administrator of the HSA account; to the extent there may be other fees associated with the HSA accounts, such fees are the responsibility of the employee/owner of the account.

4. Wellness Program. The requirements of the Wellness Program are set forth and attached hereto as Appendix I.

B. Classifications of Coverage. The costs for both plans will be structured with five (5) tiers as follows:

1. Employee only
2. Employee + 1 child
3. Employee + 2 or more children
4. Employee + spouse
5. Family

C. Spousal Coverage. Spouses of employees who are employed and are eligible to obtain health benefits under a plan that is compliant with the Affordable Care Act (“ACA”) through that employment shall be ineligible to participate in either of the above health plans provided by the District (irrespective of whether the employer is subject to the ACA). Spouses who are not employed or who are employed but not eligible for qualifying health benefits through that employment shall, along with the employee, complete and sign an Affidavit confirming that the spouse is either: (a) not employed; or (b) employed but not eligible for health benefits provided by that entity. The Affidavit shall include authorization for the District to verify any information provided in the Affidavit. The form of the Affidavit is attached hereto as Appendix J.

D. Cadillac Tax Avoidance. Under no circumstances shall the District provide a plan of health benefits that would subject such plan to the Excise or “Cadillac” Tax provisions of the Affordable Care Act (ACA.) In the event the District’s actuarial consulting firm determines that either of the plans referenced above may be subject to such provisions, the District shall make such changes to the plan or plans as are necessary to avoid any and all liability for such Excise Tax.

**West Shore School District
Wellness Incentive Program**

West Shore School District is running a Wellness Incentive Program that you and/or your enrolled spouse are to complete in order to receive additional funds into your Health Savings Account (HSA) or for employees enrolled in the PPO to avoid the 5% increase in employee contribution. Below are the required activities that you and/or your enrolled spouse will need to complete in order to receive your additional HSA dollars or maintain the lower employee contribution.

Complete the following activities to earn additional funding into your HSA.

1. Voluntary completion of Capital BlueCross online Health Assessment
 - a. Please follow the step by step instructions we provided if you need assistance on accessing and completing your Health Assessment on the Capital BlueCross website.
 - b. The Capital BlueCross Health Assessment includes questions about past and current medical conditions, health behaviors like exercise and smoking, and current or recent blood pressure, weight, height, and cholesterol. The value of the Personal Profile depends upon your truthfulness and accuracy in answering the questions. Your answers are the most important component in identifying your risk factors, detecting areas for improvement, and pointing out your current positive behaviors. **Please note: West Shore School District is not provided the individual results of the Health Assessment and all information is HIPAA protected through Capital BlueCross.**
 - c. Following completion of the Health Assessment, you will be able to view your results with your name and date completed, please print this and turn into the business office by December 31st.

2. Yearly Physical
 - a. You will need to have the Physical Certification Form completed by your physician and turned into the business office by December 31st.
Please note: The annual physical does NOT have a pass/fail requirement.

Spouses enrolled in the medical plan are required to complete both activities to receive the Wellness incentive.

If you have any questions after reviewing this information please free to contact BSI Corporate Benefits at 1-866-274-2363.



**West Shore School District
Physical Certification Form**

I _____ certify that I was seen by my physician on _____
to obtain an annual physical.

Employee Name (if physical is for spouse)

Patient Signature

Physician Signature

School District Use Only:

Confirm Health Assessment has been completed: Yes or No

Deposit Wellness Dollars into employee HSA Account:

Date Deposited _____ Amount _____







BENEFIT HIGHLIGHTS

CapitalBlueCross.com

WSSD QHDHP PPO 2000 PLAN

West Shore School District

This information is not a contract, but highlights some of the benefits available to you and is not intended to be a complete list or description of available services. Benefits are subject to the exclusions and limitations contained in your Benefits Booklet (also known as "Certificate of Coverage"). Refer to your Benefits Booklet for complete details.

YOUR MEDICAL PLAN SUMMARY OF COST SHARING		
	Member Responsibilities	
	If provider is in-network	If provider is out-of-network
 Deductible (per benefit period) Deductible is combined to include medical and prescription drug benefits for in-network providers. If you enroll in a family plan, the overall family deductible must be met before the plan begins to pay.	\$2,000 per member \$4,000 per family	\$4,000 per member \$8,000 per family
 Coinsurance (Percentage you pay after your network deductible is met. Out-of-network coinsurance is applied after deductible for professional claims, but applies before deductible for facility claims.)	No member coinsurance after deductible	20% coinsurance after deductible
 Out-of-pocket maximum (The most you pay per benefit period, after which benefits are paid at 100%. This includes deductible, copayments and coinsurance for medical including ER and prescription drug for in-network providers only.)	\$4,000 per member \$8,000 per family	\$8,000 per member \$16,000 per family
Office Visit / Urgent Care / Emergency Room Copayments		
 VirtualCare (non-specialist) visits —delivered via the Capital Blue Cross VirtualCare platform	Not covered	Not covered
Office visits and consultations (in-person & telehealth) —performed by a family practitioner, general practitioner, internist, pediatrician or in-network retail clinic	No charge after deductible	20% coinsurance after deductible
Specialist office visits (in-person, telehealth & via the Capital Blue Cross VirtualCare platform)	No charge after deductible Virtual Care-Not covered	20% coinsurance after deductible Virtual Care-Not covered
Urgent care services	No charge after deductible	20% coinsurance after deductible
Emergency room	No charge after deductible	
Preventive Care		
Pediatric and adult preventive care	No charge, waive deductible	20% coinsurance after deductible
Screening gynecological exam and pap smear (one per benefit period)	No charge, waive deductible	20% coinsurance, waive deductible
Screening mammogram (one per benefit period)	No charge, waive deductible	20% coinsurance, waive deductible
Facility / Surgical Services		
Inpatient hospital room and board	No charge after deductible	20% coinsurance after deductible
Acute inpatient rehabilitation (60 days per benefit period)	No charge after deductible	20% coinsurance after deductible
Skilled nursing facility (100 days per benefit period)	No charge after deductible	20% coinsurance after deductible
Maternity services and newborn care	No charge after deductible	20% coinsurance after deductible
Surgical procedure and anesthesia (professional charges)	No charge after deductible	20% coinsurance after deductible
 Outpatient surgery at ambulatory surgical center (facility charge only)	No charge after deductible	Not covered
Outpatient surgery at acute care hospital (facility charge only)	No charge after deductible	20% coinsurance after deductible
Diagnostic Services		
High tech imaging (such as MRI, CT, PET)	No charge after deductible	20% coinsurance after deductible
Radiology (other than high tech imaging)	No charge after deductible	20% coinsurance after deductible
 Independent laboratory	No charge after deductible	20% coinsurance after deductible
Facility-owned laboratory (i.e. Health System owned)	No charge after deductible	20% coinsurance after deductible
Diagnostic mammogram	No charge after deductible	20% coinsurance after deductible
Therapy Services (Rehabilitative and Habilitative Services)		
Physical therapy	No charge after deductible	20% coinsurance after deductible
Occupational therapy (12 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
Speech therapy (12 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
Respiratory therapy	No charge after deductible	20% coinsurance after deductible
Manipulation therapy (20 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
Acupuncture	Not covered	Not covered
Mental Health (MH) and Substance Use Disorder Services (SUD)		
MH inpatient services	No charge after deductible	20% coinsurance after deductible
MH outpatient services	No charge after deductible	20% coinsurance after deductible
SUD detoxification inpatient	No charge after deductible	20% coinsurance after deductible
SUD rehabilitation outpatient	No charge after deductible	20% coinsurance after deductible
Additional Services		
Home healthcare services (90 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
Durable medical equipment and supplies	No charge after deductible	20% coinsurance after deductible

Prosthetic appliances	No charge after deductible	20% coinsurance after deductible
Orthotic devices	No charge after deductible	20% coinsurance after deductible


Benefits are underwritten by Capital Advantage Assurance Company®, a subsidiary of Capital Blue Cross. An independent licensee of the Blue Cross Blue Shield Association.

YOUR PRESCRIPTION DRUG SUMMARY OF COST-SHARING			
	Member Responsibilities		
	If provider is in-network	If provider is out-of-network	
Deductible (includes medical and prescription drug benefits for in-network providers)	\$2,000 single coverage \$4,000 family coverage	Not covered	
	Retail pharmacy (up to a 31-day supply)	Home delivery (up to a 90-day supply)	Specialty pharmacy (up to a 30-day supply)
Prescription drug tier			
Generic preferred	\$15 copayment after deductible	\$15 copayment after deductible	\$15 copayment after deductible
Generic nonpreferred	\$15 copayment after deductible	\$15 copayment after deductible	\$15 copayment after deductible
Brand preferred	\$30 copayment after deductible	\$30 copayment after deductible	\$30 copayment after deductible
Brand nonpreferred	\$45 copayment after deductible	\$45 copayment after deductible	\$45 copayment after deductible
Contraceptives* (self-administered)			
Generic	\$0 copayment	\$0 copayment	Not covered
Select brands (no generic equivalent available)	\$0 copayment	\$0 copayment	Not covered
Brand preferred	\$30 copayment after deductible	\$30 copayment after deductible	Not covered
Brand nonpreferred	\$45 copayment after deductible	\$45 copayment after deductible	Not covered
Additional pharmacy benefits/details			
Network (for specialty pharmacy information please refer to the guide to Rx benefits at CapitalBlueCross.com)	Broad Plus		
Formulary	Elite		
\$0 preventive Rx coverage	No charge		
Generic Substitution Program	Restrictive generic substitution—In addition to the coinsurance/ copayment, the member pays the difference between the brand and generic drug price (when there is a generic alternative) <u>unless</u> the physician requests the brand be dispensed.		
Extended Supply Network (ESN)	Members have the ability to obtain covered drugs for up to a 90-day supply at in-network retail pharmacies.		

Deductibles, coinsurance and copayments under this program are separate from any deductibles, coinsurance and copayments required under any other health benefits coverage you may have.

*Certain preventive contraceptives are required to be covered at no cost to you when filled at an in-network pharmacy with a valid prescription in accordance with Preventive Health Guidelines.

In-network providers and pharmacies agree to accept our allowance as payment in full—often less than their normal charge. If you visit an out-of-network provider or pharmacy, you are responsible for paying the deductible, coinsurance and the difference between the out-of-network provider's or out-of-network pharmacy's charges and the allowed amount. Out-of-network providers may balance bill the member. Some out-of-network facility providers are not covered. Deductibles, any differences paid between brand drug and generic drug prices, and any balances paid to out-of-network pharmacies are not applied to the out-of-pocket maximum. In certain situations, a facility fee may be associated with an outpatient visit to a professional provider. Members should consult with the provider of the services to determine whether a facility fee may apply to that provider. An additional cost-sharing amount may apply to the facility fee.

 Voice activated paper.

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BENEFIT HIGHLIGHTS

CapitalBlueCross.com

WSSD PPO 600 Plan

West Shore School District

This information is not a contract, but highlights some of the benefits available to you and is not intended to be a complete list or description of available services. Benefits are subject to the exclusions and limitations contained in your Benefits Booklet (also known as "Certificate of Coverage"). Refer to your Benefits Booklet for complete details.

YOUR MEDICAL PLAN SUMMARY OF COST SHARING		
	Member Responsibilities	
	If provider is in-network	If provider is out-of-network
 Deductible (per benefit period)	\$600 per member \$1,200 per family	\$1,800 per member \$3,600 per family
 Coinsurance (Percentage you pay after your in-network deductible is met. Out-of-network coinsurance is applied after deductible for professional claims, but applies before deductible for facility claims.)	0% coinsurance after deductible	Professional 20% coinsurance after deductible Facility 20% coinsurance after deductible
 Out-of-pocket maximum (The most you pay per benefit period, after which benefits are paid at 100%. This includes deductible, copayments and coinsurance for medical including ER and prescription drug, for in-network providers only.)	\$6,350 per member \$12,700 per family	\$5,400 per member \$10,800 per family
Office Visit / Urgent Care / Emergency Room Copayments		
 VirtualCare (non-specialist) visits —delivered via the Capital Blue Cross VirtualCare platform	Not Covered	Not covered
Office visits and consultations (in-person & telehealth) —performed by a family practitioner, general practitioner, internist, pediatrician network retail clinic or in-person	\$35 copayment per visit	20% coinsurance after deductible
Specialist office visits (in-person, telehealth & via the Capital Blue Cross VirtualCare platform)	\$45 copayment per visit Virtual Care-Not Covered	20% coinsurance after deductible Virtual Care-Not covered
Urgent care services	\$50 copayment per visit	20% coinsurance after deductible
Emergency room	\$125 copayment per visit, waived if admitted	
Preventive Care		
Pediatric and adult preventive care	No charge	20% coinsurance
Screening gynecological exam and pap smear (one per benefit period)	No charge	20% coinsurance, waive deductible
Screening mammogram (one per benefit period)	No charge	20% coinsurance, waive deductible
Facility / Surgical Services		
Inpatient hospital room and board	No charge after deductible	20% coinsurance
Acute inpatient rehabilitation (60 days per benefit period)	No charge after deductible	20% coinsurance
Skilled nursing facility (100 days per benefit period)	No charge after deductible	20% coinsurance
Maternity services and newborn care	No charge after deductible	20% coinsurance
Surgical procedure and anesthesia (professional charges)	No charge after deductible	20% coinsurance
 Outpatient surgery at ambulatory surgical center (facility charge only)	No charge after deductible	Not covered
Outpatient surgery at acute care hospital (facility charge only)	No charge after deductible	20% coinsurance
Diagnostic Services		
High tech imaging (such as MRI, CT, PET)	No charge after deductible	20% coinsurance
Radiology (other than high tech imaging)	No charge after deductible	20% coinsurance
 Independent laboratory	No charge after deductible	20% coinsurance
Facility-owned laboratory (i.e. Health System owned)	No charge after deductible	20% coinsurance
Diagnostic mammogram	No charge waive deductible	20% coinsurance
Therapy Services (Rehabilitative and Habilitative Services)		
Physical therapy	\$45 copayment per visit	20% coinsurance
Occupational therapy (12 visits per benefit period)	\$45 copayment per visit	20% coinsurance
Speech therapy (12 visits per benefit period)	\$45 copayment per visit	20% coinsurance
Respiratory therapy	No charge after deductible	20% coinsurance
Manipulation therapy (20 visits per benefit period)	\$45 copayment per visit	20% coinsurance
Acupuncture	Not Covered	Not Covered
Mental Health (MH) and Substance Use Disorder Services (SUD)		
MH inpatient services	No charge after deductible	20% coinsurance
MH outpatient services	No charge waive deductible	20% coinsurance
SUD detoxification inpatient	No charge after deductible	20% coinsurance
SUD rehabilitation outpatient	No charge waive deductible	20% coinsurance
Additional Services		
Home healthcare services (90 visits per benefit period)	No charge after deductible	20% coinsurance
Durable medical equipment and supplies	No charge after deductible	20% coinsurance
Prosthetic appliances	No charge after deductible	20% coinsurance
Orthotic devices	No charge after deductible	20% coinsurance

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COST SHARING FOR PRESCRIPTION DRUGS DOES NOT APPLY TO THE MEDICAL DEDUCTIBLE SHOWN ON PAGE ONE

YOUR PRESCRIPTION DRUG SUMMARY OF COST-SHARING

	Member Responsibilities		
	If provider is in-network		If provider is out-of-network
Deductible (per benefit period)	None		Not covered
	Retail pharmacy (up to a 31-day supply)	Home delivery (up to a 90-day supply)	Specialty pharmacy (up to a 90-day supply)
Prescription drug tier			
Generic preferred	\$15 copayment	\$15 copayment	\$15 copayment
Generic nonpreferred	\$15 copayment	\$15 copayment	\$15 copayment
Brand preferred	\$30 copayment	\$30 copayment	\$30 copayment
Brand nonpreferred	\$45 copayment	\$45 copayment	\$45 copayment
Contraceptives* (self-administered)			
Generic	\$0 copayment	\$0 copayment	Not covered
Select brands (no generic equivalent available)	\$0 copayment	\$0 copayment	Not covered
Brand preferred	\$30 copayment	\$30 copayment	Not covered
Brand nonpreferred	\$45 copayment	\$45 copayment	Not covered
Additional Pharmacy Benefits/Details			
Network (for specialty pharmacy information please refer to the guide to Rx benefits at CapitalBlueCross.com)	Broad Plus		
Formulary	Elite		
\$0 preventive Rx coverage	No charge		
Generic substitution program	Restrictive generic substitution—In addition to the coinsurance/ copayment, the member pays the difference between the brand and generic drug price (when there is a generic alternative) <u>unless</u> the physician requests the brand be dispensed.		
Extended Supply Network (ESN)	Members have the ability to obtain covered drugs for up to a 90-day supply at in-network retail pharmacies.		

Deductibles, coinsurance and copayments under this program are separate from any deductibles, coinsurance and copayments required under any other health benefits coverage you may have.

*Certain preventive contraceptives are required to be covered at no cost to you when filled at an in-network pharmacy with a valid prescription in accordance with Preventive Health Guidelines.

In-network providers and pharmacies agree to accept our allowance as payment in full—often less than their normal charge. If you visit an out-of-network provider or pharmacy, you are responsible for paying the deductible, coinsurance and the difference between the out-of-network provider's or out-of-network pharmacy's charges and the allowed amount. Out-of-network providers may balance bill the member. Some out-of-network facility providers are not covered. Deductibles, any differences paid between brand drug and generic drug prices, and any balances paid to out-of-network pharmacies are not applied to the out-of-pocket maximum. In certain situations, a facility fee may be associated with an outpatient visit to a professional provider. Members should consult with the provider of the services to determine whether a facility fee may apply to that provider. An additional cost-sharing amount may apply to the facility fee.

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WEST SHORE SCHOOL DISTRICT

**AFFIDAVIT RELATED TO
SPOUSAL HEALTH COVERAGE**

The undersigned, _____, an employee of the West Shore School District (“District”) and _____, the legal spouse of _____, hereby certify and affirm that the following statements are true and correct as of the date(s) shown below [place an “x” in the statements which apply]:

_____ is not employed in any capacity.
(Spouse)

_____ is employed by _____
(Spouse)

_____ (name of employer), with a business address of: _____
_____. My regular work schedule is _____ hours per week. I am not eligible to enroll for medical benefits through this employment because:

the employer does not provide medical benefits at all; or
 the employer provides medical benefits for which I am not eligible for the following reason or reasons: _____

the employer provides medical benefits for which I am eligible but the plan is not compliant with the ACA for the following reason or reasons: _____

The District is authorized to contact the spouse’s employer to verify and/or obtain confirmation of any of the statements contained in this Affidavit.

We agree to notify the District in writing (directed to the Business Office) within ten (10) days, in the event _____ becomes eligible for medical benefits that are compliant with the ACA.

Date: _____

Signature of Employee

Date: _____

Signature of Spouse



WEST SHORE SCHOOL DISTRICT

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Frank J. Kambic
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Stevie Jo Boone, Treasurer
Brooke E.D. Say, Esq., Solicitor

Administration

Todd B. Stoltz, Ed.D., Superintendent
Jamie A. Whye, Ed.D., Assistant Superintendent

The West Shore School District will provide to all persons equal access to all categories of employment in this District, regardless of race, age, color, creed, religion, sex, gender, gender identity, sexual orientation, ancestry, genetic information, marital status, pregnancy, national origin, handicap/disability, or differently-abled status, in accordance with state and federal laws governing educational and vocational programs and in its recruitment and employment practices. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

Inquiries concerning the application of Title VII, Title IX, Section 504, the ADA, and the implementing regulations may be referred to the Director of Human Resources, 507 Fishing Creek Road, P.O. Box 803, New Cumberland, PA 17070-0803, telephone 717-938-9577.