



Bargaining Unit Support Personnel Handbook

2023-2024

FOREWORD

Effective school districts are committed to providing the optimal education for students, communications with all constituencies, and strong employee relations. This Handbook is an important avenue for communication. It is an example of the commitment of the District to cultivate positive employee relations. It has been organized to keep you abreast of District practice and policies that affect you and your job. The District believes an informed employee will better perform his or her job and, in so doing, derives more satisfaction from his/her work. This Handbook strives to provide you information you will need and answer any questions you might have. If you find you need additional information or assistance, please contact your immediate supervisor. If he or she cannot answer your concern, you will be referred to an individual who can respond to you.

The West Shore School District is a service organization. The key function of each bargaining unit 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 contribution of each of our employees, West Shore would be unable to provide our children the quality education they deserve. In addition to the specific work for which you were hired, 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 how special and unique each child is.

The Support Bargaining Unit Personnel Handbook includes information for all categories of support employees represented by the bargaining unit. This includes food services personnel, custodians, and maintenance workers. This Handbook includes and defines the responsibilities of these employees, their work calendars, and the like. Performance appraisal is a critical measurement of the individual's job performance assessed at least one time per year. The prime motivation for performance appraisal is to perpetuate accountability to oneself and the system, and to seek to attain one's own personal excellence.

This Handbook is not intended to create any additional 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 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 needed to meet the District's goal of "Excellence in Education."

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I. WAGE CONSIDERATIONS

A. Pay Dates for 2023-2024

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

B. 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.

C. 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 staff section of the District web site. 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 may change their password.

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.)

II. FRINGE BENEFITS

A. General Explanation

The description of the fringe benefits provided to the Support Bargaining Unit employee group of the West Shore School District may be found within the *Collective Bargaining Agreement*. Employees may or may not have these benefits, depending upon their classification. Employees are either full-time (working six or more hours per day) or part-time (working less than six hours per day). Each employee is also categorized within one of two categories based on the annual District work calendar. These categories are:

- School Year Employees who work 182 to 189 days per year, excluding holidays;
- Full Year Employees who work 245 to 251 days per year, excluding holidays.

B. Leave

Refer to Article 5 of the *Collective Bargaining Agreement* - Leave allocations (sick, personal, and vacation) will be prorated for any employee leaving the District prior to June 30 or entering District employment after July 1.

C. Physicals

Physicals are required prior to employment. As a result, the District has a contracted service arrangement with **Concentra** (4910 Ritter Road, Mechanicsburg, PA 17055; 717-795-1819) to provide this service at no cost to the employee. Employees must obtain the appropriate documentation from their administrative supervisor prior to reporting for the physical. Employees wishing to utilize their own physicians will be reimbursed up to the District's designated threshold and with appropriate proof of expense. Reimbursement will not occur until after the employee successfully completes probation.

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. Copies of job descriptions are available from supervisors.

An employee unable to maintain the qualifications as per the job description, for example, a valid drivers 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. Dress and Grooming – Employees are expected to conform to the uniform or dress requirements of the department in which they work. In addition, employees are expected to be neat, clean, look like the professionals they are, and model appropriate dress and grooming for the students with whom they may interact. Proper footwear is always required for safety.

3. Reporting of Absences – When an employee is ill and unable to report for work, he/she should call 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.

4. 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. 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 engage 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 regulations of the District.
 - Check fire extinguishers, fire hoses, and other equipment to assure they are in operational order and 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. Loose fitting shoes or sandals are not permitted.
 - 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 pantry items 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. Make certain there is sufficient fuel to eliminate the possibility of running out of fuel. When fueling a District vehicle, employees must check the oil and make sure the fuel cap is secure. 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. All drivers must complete required pre-trip and post-trip inspections each and every time they use their vehicle.
- 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.
- For additional employee safety information, please contact Human Resources for a copy of the Employee Safety Manual.

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

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

5. Family Medical Leave Absence (FMLA) – When an extended leave is needed, the employee should consult with his/her immediate supervisor or contact the Human Resources Office at 938-9577.

Employees wishing to return from FMLA 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.

6. 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 stipulated work 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 using the appropriate 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.

Such leave will preclude the employee from receiving any holiday pay that may accrue during the absence.

7. In-Service and Mandatory Training – The Board and the Administration recognize the value of in-service training. Support Bargaining Unit employees will be required to participate in planned in-service programs. Any use of leave on an in-service day must be documented by a physician's note or be the result of a true emergency supported by documentation reasonably satisfactory to the District.

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. Annual Employee Performance Appraisal – As a way of providing a historical record of employment, as well as providing an employee with feedback related to his/her performance, an annual performance appraisal will be done for each employee by his/her supervisor.

10. Background Clearance Renewal Process – All school employees are required to renew their background clearances every 60 months. This 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.

11. Reporting of Criminal Charges/Convictions – All employees are required to report to their direct administrative 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 provided. Failure to report such offenses may result in disciplinary action up to and including termination of employment.

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:
 - 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)
 - 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)
- (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.

12. Policies and Guidelines 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.

A brief synopsis of several important policies is included below.

Weapons

The policy bans at all times the presence of weapons on District 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 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 the District's Compliance Officer and Title IX Coordinator: Mrs. Vangie Unti, Director of Human Resources, 507 Fishing Creek Road, Lewisberry, PA 17339, 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.

Acceptable Use of Computing Resources and the Internet

This policy includes guidelines and direction for the use of District computer equipment to include software applications. The policy covers prohibitions, security of information and consequences for inappropriate use. Staff members are expected to act in a responsible, ethical, and legal manner in accordance with District policy, accepted rules of network etiquette, and federal and state law.

The District establishes that the following materials, in addition to those stated in the law, are inappropriate for access by staff: sexually oriented web sites, chat rooms, bulletin boards, newsgroups, or email exchanges; texts, pictures, or sounds that are sexually oriented, considered obscene by local standards, and are pornographic or extremely violent. The District reserves the right to monitor, log, control and restrict network use, email, and space residing on District work stations or servers, respecting the privacy rights of both the District and outside users.

Prohibited Use of Wireless Devices

The use of cell phones, Bluetooth, and other wireless devices while operating school district vehicles is strictly prohibited. In addition, Bluetooth and other wireless devices must not be worn during the course of your duties. Whether devices are being used or not, it gives the perception they are being used when they are worn while operating a vehicle.

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 phone.

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

1. Employees may possess personal cell phones on District property. They may not be used in the presence of students during normal working hours under normal conditions.
2. Sounding devices must be turned off at all times. Incoming or outgoing calls must be limited to emergency issues only.
3. Unless there is an emergency situation, all outgoing calls shall be conducted during scheduled break or lunch times and out of the line of sight and hearing range of students.
4. A cell phone may be used for communication purposes during emergencies or other situations in which a child's or staff member's safety may be compromised.
5. 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.
6. It is permissible for a District employee to use another person's cell phone in the event of a school emergency.
7. Use of a cell phone while operating machinery or driving a District vehicle is strictly prohibited.
8. The District is not responsible for personal property.
9. A violation of the Cell Phone Use Guidelines is subject to disciplinary action.

Misconduct Guidelines

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.
- Failure to comply with the District's recycling program.

13. Resignation – Two weeks minimum notice is expected of any employee resigning 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.

14. 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.

15. Security Statement – All support bargaining unit 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. People who are observed in the building without proper identification should be reported to the administration or head teacher. All employees are required to wear their District issued identification badge while on duty.

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

Unusual behavior by students, staff, and visitors should be reported to an administrator or head teacher. Any note, phone call, or threatening language should also be reported to the building administrator.

Any 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.

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

16. 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.

17. 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.
18. 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.

19. 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. Staff members who carry negative balances will receive notification of such from the food services department and be asked to satisfy their financial obligation. Information on Point of Sale may be obtained from the food services office.

If employees are interested in using the automatic payment system, the same one some parents use to put money in their students' accounts, they may do so. Employees will need to register and create an account at <https://www.k12paymentcenter.com/>. Once registered, you should be able to click on "Manage Student" and once in, choose the options as if you were using a student account. If you have any questions or need additional help, employees should be able to get their ID number from the cafeteria staff. Then, if still stuck, the MealsPlus team should be able to help you at 1-800-541-8999, option 1.

20. 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 must submit the required paperwork 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

21. 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.
22. 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.
23. 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.
24. 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.

25. 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.



WEST SHORE SCHOOL DISTRICT
Preapproval for Support Bargaining Employee Tuition Reimbursement

Name _____ Building _____

Area of Assignment _____ Date of Last Request _____

Course Title _____
(Attach course description)

Course# _____ Number of Credits/Course Hours _____

Sponsoring Institution _____ Location _____

Month/Year of Course - From _____ To _____

Is this a web-based/online course? [] Yes [] No

Is this course in your immediate area of assignment? [] Yes [] No

Indicate specifically what area(s) of your present job performance shall be improved by successful completion of this course. Attach additional page if necessary.

- 1. _____
2. _____
3. _____

I plan to request reimbursement: [] Yes [] No

Supervisor's Signature _____ Date _____ [] Recommend Approval
[] Recommend Disapproval

OFFICE OF HUMAN RESOURCES USE ONLY

[] Approved

[] Disapproved

Authorized Signature

Date

_____ Credits for 20 _____ - 20 _____ school year at the 20 _____ - 20 _____ tuition rate.

Initial

WEST SHORE SCHOOL DISTRICT
Support Bargaining 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.

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

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

Please print information below.

Name _____ Building _____

Course Number and Title	Month/Year of Course		Credits Earned	Actual Cost (Tuition Only)
	From	To		
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: _____



WEST SHORE SCHOOL DISTRICT
Support Bargaining Unit Personnel Performance Evaluation

Name _____ Position _____

Date of Review _____ Interim-Probationary Annual

Directions: Evaluate the employee as Outstanding (O) Satisfactory (S) or Unsatisfactory (U) in each of the six (6) characteristics based on the best descriptor. Strike through all descriptors that do not apply.

CHARACTERISTIC	O	S	U	OUTSTANDING	SATISFACTORY	UNSATISFACTORY
Job Performance & Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consistently produces exceptional, precise, very neat, and complete work. Goes the extra mile.	Possesses knowledge and skills to perform expected job responsibilities. Consistently follows operational rules and guidelines.	Demonstrates lack of knowledge and skills necessary to perform expected job responsibilities. Does not consistently follow safety and operational rules and guidelines. Responsible for injury to persons or damage to property.
Quantity of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does work in the most efficient manner. Consistently exceeds output standards. Does more than his/her share.	Consistently meets expected work results within expected time frame.	Regularly does not meet expected work results within expected time frame.
Personality, Cooperation, and Public Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High level of cooperation and communication with staff, students, and community. Generates highly favorable image for District. Consistently maintains, composure in difficult situations. Language, manner, and demeanor are always outstanding for the job area.	Maintains appropriate level of cooperation, communication, and composure. Projects a positive public image for the District.	Occasionally has conflict with staff, students, and/or community. Creates obstacles which impede effective operations. Does not consistently project a positive public image for the District.
Judgment and Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Requires little or no instructions. Regularly takes initiative to identify and resolve work problems. Always productive; consistently maintains confidentiality. Very energetic and eager to get tasks done.	Demonstrates sound judgment in performing job responsibilities and recognizing and assisting in solving potential problems. Maintains confidentiality. Requires appropriate levels of supervision.	Demonstrates unsound judgment in recognizing and assisting in solving potential problems. Does not maintain confidentiality. Requires a higher level of supervision than expected.

CHARACTERISTIC	O	S	U	OUTSTANDING	SATISFACTORY	UNSATISFACTORY
Organization and Ability to Learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consistently demonstrates ability to organize work load to meet performance responsibilities. Consistently serves as a role model for others. Very quick to grasp ideas.	Organizes workload to meet performance responsibilities. Quick to grasp ideas.	Lacks a systematic approach to project completion. Requires a great deal of instruction which must often be repeated.
Attendance and Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance consistently demonstrates recognition of the needs of the position, the supervisor, and the organization.	Is not absent and/or late without approved leave. Seeks approval before adjusting hours.	Is absent and/or late without use of approved leave. Does not seek approval before adjusting hours.
Rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No more than one Satisfactory rating and no Unsatisfactory ratings during a rating period.	No more than one Unsatisfactory rating during a rating period.	More than one Unsatisfactory rating during a rating period.
Supervisor's Comments/Goals/Other						
Supervisor's Signature _____ Date _____						
Employee's Signature _____ Date _____						
Employee's Comments						

Please Note: Your signature above does not imply agreement to the rating indicated. If you disagree with the rating given, you may respond in writing within ten (10) business days of the date of receiving the evaluation. Your statement will be included with this form and will become a part of your personnel file.

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 telephones 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 telephone 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.



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WEST SHORE SCHOOL DISTRICT

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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.