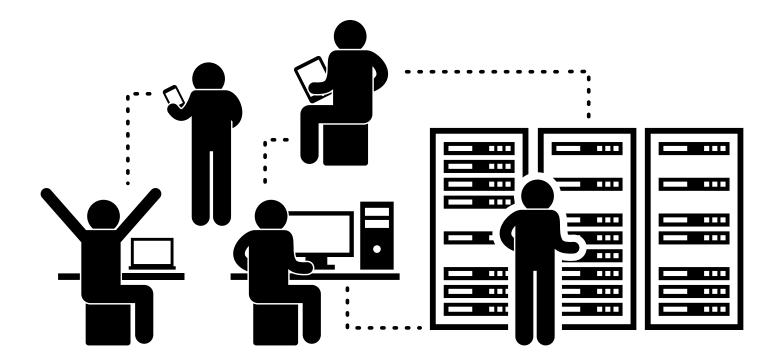
WEST SHORE SCHOOL DISTRICT



Classified Support Employees' Handbook

2024-2025

INSPIRE • ENGAGE • EMPOWER

FOREWORD

The West Shore School District has established a tradition of excellence. Excellence is attained through many avenues, including effective leadership. One aspect of leadership includes the ability to identify and place appropriately skilled and qualified individuals who can support the District's goals and objectives. Included in the various categories of employees contributing to the success of the District are those who perform a specialized function that includes leadership responsibilities and/or technical support expertise. These positions, while providing invaluable support to the administrative, professional, and support staff of the District, do not align with either an administrative, professional, or support employee classification. These individuals also provide critical support to many other District employees in providing a safe, nurturing, and rich learning environment for the District's students.

It is the belief of the West Shore Board of School Directors that employees need to know that the work they perform is valued, and this is done through a variety of means including feedback, annual performance evaluation and, ultimately, the compensation an individual receives. With clearly communicated job requirements and expectations, employees will find opportunities for personal and professional growth within these skilled and technical fields. Ultimately, this document is designed to provide a structure that encourages a positive, constructive work environment that reinforces the District's value of an efficient and effective employee.

The District believes this handbook is an important mode of communication. The development of the handbook is an indication of the commitment the District places on ongoing and positive employee relations. It is through open and honest dialogue, between the employer and employee, that the functions of the District are best supported. It is our hope this reference will assist the employee to achieve the best result in his/her position.

The District desires all employees to know and understand that the *Classified Support Employees' 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 of this handbook at any time.



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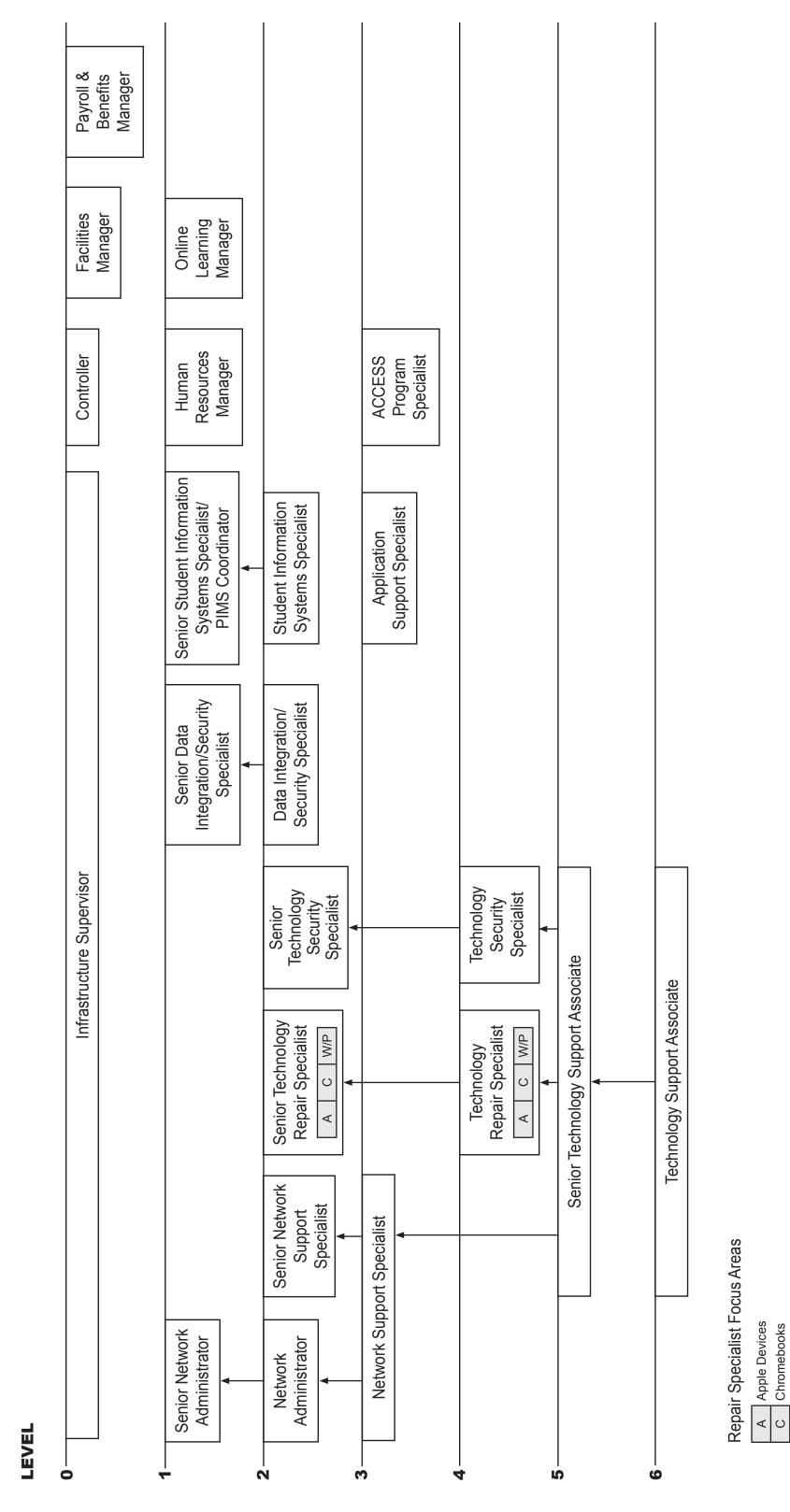
CLASSIFIED SUPPORT EMPLOYEE DEFINITION

The employee category called "*Classified Support*" shall be for those positions which require special skills, certifications, or licensure, and do not fit into the administrative, professional, or support employee classifications. Classified support positions will be carefully developed to ensure employees cannot be placed in the other existing employment classifications. The test will be related to the employment need and required qualifications for the position.

The classified support employee possesses specialized knowledge or expertise and largely works independently of the immediate supervisor in terms of one's day-to-day work. The position is characterized by a work schedule revolving around the demands of the situation. The position may require the employee to work outside normal business hours, including evenings and weekends, in order to meet the needs of the organization. Although the classified support employee may provide supervision of others, the classified support employee is mainly self-directed and may coordinate projects involving others.

CLASSIFIED SUPPORT EMPLOYEE CAREER PROGRESSION

Career progression, particularly within the technology field, is illustrated on the following chart. As such, career progression is a function of time and experience in a position, as well as the achievement of additional professional growth requirements. An individual wishing to be promoted within the career ladder will need to complete two years of satisfactory service with the District in a position directly related to the desired position and acquire additional education, certification or other appropriate measures of individual growth, as identified within the appropriate job description, in order to do so. It should be noted that only one individual can occupy the most senior position at any given time for any of the progression paths. While it is primarily the employee's responsibility to ensure his/her own growth and development within his/her chosen career path, the District encourages employees to discuss their career growth. Appropriate forms must be submitted and approval must be obtained prior to registration.



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CLASSIFIED SUPPORT EMPLOYEE BENEFITS

Benefits are a valuable part of any compensation package and the Board of School Directors has determined a package that reflects the uniqueness of the positions. Benefits awarded to Classified Support employees are detailed on this page and include a competitive insurance program, opportunity for educational advancement, earned vacation and personal days, and a membership stipend for a professional organization.

	BENEFITS
Medical Insurance	Refer to Appendix D
Life Insurance	\$25,000 + opportunity to purchase additional amount equal to salary
	Equal to current State System of Higher Education per credit reimbursement rate; maximum of 12 credits per fiscal year.
Credit Reimbursement	Employees who leave less than one year following receipt of reimbursement shall be required to pay back 100%. Departure from the District after one year but prior to three years will be required to pay back 50%.
Specialized Training	Full District reimbursement. Employees who leave District employ less than one (1) year following receipt of training shall be required, at Board's discretion, to pay back 100% of the training costs. Departure after one year but prior to three years shall be required, at Board's discretion, to pay back 50%.
Travel Reimbursement	As per Internal Revenue rate. Reimbursement may fluctuate based upon IRS definition.
	1 day/month employed. The Board reserves the right to require the following:
Sick Leave*	 a. Employee to furnish a physician's certificate for any absence based upon illness or injury. b. 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. c. 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.

Family Sick Leave Bank	 Each classified support employee maleave to a maximum of 10 days, with used only for the care of: (a) an i defined as the employee's parent, see child, stepchild, spouse, parent-in-law employee who resides in the same how (b) a grandchild, son-in-law or appropriately earmarked leave is resenontransferable. Employees will have the close of the school year, but before leave into this Family Sick Leave Badays in their bank. New classified support employees opportunity to transfer up to five (5) d their family sick bank to be used employment. Forms will be provided be returned to the human resources of thirty (30) calendar days of employme Days in this bank may not be used at time of from the District aball be alicible for the school ways in the solution of the school year. 	such days identified to be mmediate family member stepparent, brother, sister, y, or a near relative of said usehold as the employee; or c daughter-in-law. Such tricted to such use and is e the opportunity following e June 30th, to transfer sick ank to reach the cap of 10 c will have a one-time ays from their sick leave to during their first year of to the new hire and must department within the first nt. or the Employee's personal usted all accumulated sick f the employee's separation
	from the District shall be eligible for leave/longevity incentive.	pr payment under the sick
Sick Leave/Longevity Incentive	See Appendix G	
Personal Days*	Five (5) days annually, not to be accru	ed
Sabbatical Leave	N/A	
Bereavement Leave	5 days/immediate family; 1 day other	relative
Physical Examination	Reimbursement up to maximum of examination.	\$60 for initial physical
Professional Organization Membership	Reimbursable up to \$150/year	
Loyalty	1% salary enhancement for staff men 14 years in their position.	nbers completing 4, 9 and
	3 weeks vacation through 10 th year of	service.
	In 11 th year of service	16 days
Vacation*	In 12 th year of service	17 days
Vacation*	In 13 th year of service	18 days
	In 14 th year of service	19 days
	In 15 th year of service and thereafter	20 days
Vacation Carryover	Five (5) days maximum, not to exceed	four (4) weeks

* Leave allocations for initial work year will be prorated based on employee's start date

CLASSIFIED SUPPORT EMPLOYEE SALARY RANGES

Salary ranges reflect many facets of the environment in which the employee works. These ranges are established for each level, based on the content of the job description, as well as a variety of internal and external factors. Internal factors include current and anticipated organizational needs and comparison to other jobs with similar, but not necessarily identical, responsibilities, while external factors will include, but are not limited to, economic conditions and market demand. The District's compensation philosophy is to establish pay ranges that can attract and retain qualified, skilled and appropriate personnel, while maintaining fiscal responsibility. These ranges are evaluated periodically to determine whether or not they are still competitive and respect the District's fiscal position.

Establishing appropriate salary ranges requires that relevant job descriptions be evaluated for accuracy. This step is critical as the job description establishes the expectations of the position, serves as a measuring stick for performance, and provides a benchmark for comparisons to other jobs, both in and outside the organization. Once job descriptions are determined to be accurate, they are then hierarchically ranked, based on the knowledge, skills, and abilities related to the positions, as well as levels of responsibility and accountability.

After the hierarchy is established, the job description is compared to market data information, internal pay information, and other appropriate sources to determine pay ranges. This is an important step as it provides logical support to management's decisions regarding the compensation plan. Therefore, pay ranges have been established to distinguish each level from one another, encourage employee advancement, and recognize current economic conditions.

A level upgrade, either through reevaluation of a job description or a move to a higher position, will result in a two percent (2%) salary increment in addition to the merit increase. If the minimum of the new position is higher than the two percent (2%) salary increment and the merit increase, the higher will prevail.

Initial salary placement will not be below the minimum of the established ranges. The 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.

Level	23-24 Min	23-24 Max
(\$69,428	\$89,428
1	\$64,593	\$84,593
2	\$56,820	\$76,820
3	\$50,061	\$67,061
2	\$46,340	\$63,340
5	\$42,926	\$56,926
6	\$39,794	\$53,794

CLASSIFIED SUPPORT EMPLOYEE PROBATIONARY PERIOD

All Classified Support employees will be subject to an initial ninety (90) day probationary period. At the completion of the probationary period, the employee will be evaluated for placement in a regular employment status. Failure to receive a "developing" evaluation or higher will result in either an extension of the probationary period or termination, based upon the supervisor's recommendation.

CLASSIFIED SUPPORT EMPLOYEE APPRAISAL PLAN

Classified Support staff shall be evaluated at the end of the probationary period, at an optional mid-year rating and again annually, using the following four-domain evaluation system:

I. Job Knowledge and Skills

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

II. Interpersonal Relationships

This domain measures the classified 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.

III. Work Habits

This domain measures the classified support employee's performance relative to requests for support/information, organizational skills, quality/volume of work produced, initiative demonstrated, independent decision making skills, and adherence to safety & security procedures.

IV. Professionalism

This domain measures the classified 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.

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".

No later than September 1, the Classified Support employee shall complete the goal setting worksheet and submit it to his/her supervisor. The supervisor will then meet with the employee to review the worksheet and determine goals to be pursued for that work year. Based upon those agreed upon goals, this goal setting worksheet will serve as a tool within the evaluation process to rate the employee in various domain components. Final rating reports shall be issued no later than May 31. In addition, the supervisor may initiate a report at any time throughout the evaluation cycle via the rubric evaluation, as performance necessitates.

Salary increases will be determined annually by the Board based upon the performance evaluation and earned points.

An employee who falls within the "Does Not Meet Expectations" performance category will not receive a salary increase and will be placed on a Performance Improvement Plan (PIP). This will result in a period of intensive supervisory management, a return to probationary status, or termination, based upon supervisor's recommendation. For those placed on a PIP, a formal evaluation shall occur at the conclusion of an additional sixty (60) day period. Failure to achieve in "Developing" performance category on this evaluation will result in a recommendation of termination of the employee to the Board.

At the discretion of the supervisor, an employee who falls within the "Developing" performance category will also be placed on a Performance Improvement Plan (PIP) to address particular component areas in need of improvement. The timeframe for the PIP will be dependent upon the specific concerns to be addressed. The employee will be evaluated at the conclusion of the prescribed timeframe.

		Domain 1: Job Knowledge/Skills	lkills	
This domain measures the classified support employee's job related knowledge c successful performance in all facets of the employee's roles and responsibilities.	ssified support employee's job facets of the employee's roles	b related knowledge and skill l and responsibilities.	This domain measures the classified support employee's job related knowledge and skill level including work processes and procedures required for successful performance in all facets of the employee's roles and responsibilities.	l procedures required for
Component	Failing	Needs Improvement	Proficient	Distinguished
1a: Use of Available Resources	The classified support employee is unaware of available resources and does not utilize them to enhance job performance.	The classified support employee displays limited awareness or use of available resources.	The classified support employee displays awareness of available resources and makes use of them regularly to enhance work performance.	and Actively seeks and utilizes additional outside resources to enhance work performance.
1b: Skill Competency	The classified support employee consistently demonstrates a lack of competency in the skills required by the employee's job description.	The classified support employee relies on others' assistance in completing tasks and resolving issues; Struggles to consistently implement the skills required by the job description.	The classified support employee understands procedures and equipment essential to the job. Demonstrates competency in the skills required by the job description; Possesses the technical skills to serve as a resource for others in the department; Possesses knowledge of technology within work specialty area(s) to assume responsibility for complex systems.	and Uses knowledge of technology to advise staff regarding the impact changes to existing systems/services will have on other departments; Possesses the skills to serve as a resource for others throughout the District.
1c: Problem Solving	The classified support employee is unable to identify problems and issues as they arise; Is slow and indecisive when presented with a major issue; Is poor at communicating problem status until it becomes a crisis.	The classified support employee offers potential solutions but struggles to identify appropriate solution to resolve the issue; Lacks the ability to diagnose a problem to discuss core issues.	The classified employee is able to examine problems and quickly identify potential solutions; Proposes solutions that include a cost/benefit analysis and recommendations to repair or replace equipment as needed; Prioritizes his/her work to address problems based on the needs of the organization.	and Serves as a resource for others to arrive at solutions and bring issues to resolution; Anticipates problems and proactively suggests appropriate and effective solutions.

This domain measures the classified support employee (staff, parents, students, etc.). Additionally, this domain	ssified support employee's cul Additionally, this domain mea	tivation and care of positive a surres the effectiveness of the e	This domain measures the classified 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.	ıll necessary stakeholders vility to work with others.
Component	Failing	Needs Improvement	Proficient	Distinguished
2a: Service-Oriented Approach	The classified support employee fails to provide professional, responsive service to others; Refuses to assist or reluctantly provides assistance when requested or reminded.	The classified support employee inconsistently provides professional, responsive service to others; Provides assistance sporadically when requested or reminded.	The classified support employee consistently represents the organization in a professional manner while assisting and communicating with District stakeholders; Regularly responds to technical questions or requests for information with the goal of providing excellent customer service.	and Anticipates organizational needs, develops technical solutions to meet those needs, implements those solutions, analyzes staff satisfaction, and formulates strategies to increase staff satisfaction; Designs training materials for new technologies/services and conducts training for staff and/or users as requested.
2b: Team-Oriented Approach	The classified support employee does not work well with others; Interpersonal relationships are counter-productive.	The classified support employee cooperates with others when requested; Provides assistance to colleagues only when directed; Needs to be reminded of needs and sensitivities of others; Occasionally has difficulty getting along with others.	The classified support employee contributes to the success of the department on a regular basis and offers to help others when time permits; Has respect for other staff members and fosters teamwork, cooperation, and professional working relationships; Gets along well with co-workers, values professional working relationships, and addresses conflict/problem situations with others directly; Uses proper conduct, speech and ethical behavior in all interactions. Respects confidentiality and builds trust through regular, open, and	and Makes contributions to improve the level of department morale. Regularly solicits constructive feedback, builds consensus, and asks well thought out questions; Recognizes and appreciates others' contributions and creates a work environment based on inclusiveness, welcoming others' suggestions and points of view.

Domain 2: Interpersonal Relationships

Component	Failing	Needs Improvement	Proficient	Distinguished
2c: Commication	The classified support employee fails to communicate effectively or in a timely manner; Fails to listen effectively and/or frequently interrupts; Has minimal use of correct spoken and written language and is unable to convey ideas and concepts; Communication is often negative, or disrespectful, contributing to a climate where interactions are characterized by conflict, sarcasm, or destructive criticism; Has little or no regard for following the appropriate channel of communication.	The classified support employee does not communicate effectively and/or in a timely manner on a consistent basis; Listens to supervisor(s), colleagues, other staff members, and all applicable stakeholders but at times is inattentive or disengaged; Lacks clarity in the spoken or written word; employee displays general use of correct spoken and written language; Communication may be inappropriate, sarcastic, negative, disrespectful at times, or insensitive; Occasionally bypasses appropriate channels of communication.	The classified support employee communicates effectively both formally and informally and exchanges relevant information in a timely manner; Listens to supervisor(s), colleagues, other staff members, and all applicable stakeholders with intent and understanding; Speaks and writes clearly; displays consistent and proficient use of correct spoken and written language; Communication demonstrates understanding and respect for others; Communication demonstrates understanding and respect for others; Consistently uses appropriate channels of communication; Consistently uses appropriate channels of communication; department staff members, and relevant staff members across departments and buildings; Actively encourages two-way communication with immediate supervisor and seeks assistance when needed.	and Maintains open and effective communication at all times; proactively shares important information with the appropriate stakeholders; Listens to supervisor(s), colleagues, other staff members, and all applicable stakeholders with intent and understanding and seeks or provides feedback when appropriate; Organizes and presents difficult facts and ideas orally and in writing; Communication motivates and encourages others to positively contribute to the District/departmental culture.

Component	Failing	Needs Improvement	Proficient	Distinguished
2d: Work Coordination/ Task Completion	The classified support employee fails to meet	The classified support employee inconsistently	The classified support employee has an understanding of processes	and
HOMAN HUDA WENT	established deadlines and	meets established deadlines;	and completes tasks within the	Is able to coordinate large or
	comprete assigned tasks as needed;	Occasionally impacts others	required unrenances,	require cooperation with other
		with lack of action.	prioritizes their own work based	employees or departments to
	Failure to meet established		on organizational needs,	complete major milestones;
	deadlines adversely impacts		department objectives, and	
	others in the organization.		available resources;	Updates, designs or refines
				processes and provides
			Keeps supervisor informed of	direction to other employees or
			project status, emergent issues,	departments;
			problems resolved, and general	
			plans.	Forecasts upcoming deadlines
				and frequently has tasks
				completed in advance of
				established deadlines;
				Serves as a resource for others
				on time management skills.

		Domain 3: Work Habits		
This domain measures the classified support employee's performance relative to requests for support/information, organizational skills, quality/volume of work produced, initiative demonstrated, independent decision making skills, and adherence to safety & security procedures.	fied support employee's perfe 4, initiative demonstrated, ind	ormance relative to requests f	ər support/information, organi: lls, and adherence to safety & s	zational skills, security procedures.
Component	Failing	Needs Improvement	Proficient	Distinguished
3a: Responsiveness	The classified support employee consistently fails to meet responsiveness standards;	The classified support employee has difficulty meeting responsiveness standards;	The classified support employee responds to requests as they are received and appropriately assesses the urgency of requests;	and Utilizes diagnostic tools and monitors processes to identify problems and enact corrective
	Response to urgent requests is consistently delayed and contain limited information, providing little or no communication to staff.	Response to urgent requests is sometimes delayed or the challenges to reaching resolution are not always communicated to person in	Responds expediently for urgent requests and communicates with appropriate staff when immediate resolution to a request is not possible;	action before disruptions occur.
		need of assistance.	Effectively responds to appropriate staff when work is delayed or if additional information is needed.	
3b: Quality of Work	The classified support	The classified support	The classified support	and
	employee consistently has multiple call backs or	employee may have call backs or recurring tickets placed for	employee produces work that is accurate and complete;	Considers the quality of work
	recurring tickets placed for	same issue;		to be important when commissing accienced to be
	same issue;	Struggles to produce work that	Corrects errors and recognizes inconsistencies in work	completing assigned tasks;
	Final work is regularly inaccurate and incomplete;	is accurate and complete;	assigned;	Applies solutions from a given issue to others
	Fails to recognize errors and correct them as appropriate;	Inconsistently recognizes errors to correct them as appropriate;	Maintains an awareness of changes in technical areas and	potentially impacted by the same or similar problem.
	Fails to achieve results	Occasionally achieves results	responds to mose changes appropriately;	
	consistent with job	consistent with job	Achieves results consistent	
	expectations and periorinance standards;	expectations and periornance standards	with job expectations and performance standards:	
	Does not follow troubleshooting steps for work	Does not consistently follow troubleshooting steps for work	Follows troubleshooting steps for work assimad	
	assigned.	assigned.	IUI WUIN ASSIGNEDI.	

Component	Failing	Needs Improvement	Proficient	Distinguished
3c: Quantity of Work	The classified support employee poorly manages time, does not take initiative, and is not able to take independent, appropriate action to resolve issues or assigned work; Fails to plan and prioritize work, does not set and accomplish goals or complete assigned work on schedule; Maintains an output level that is below job expectations and performance standards.	The classified support employee needs assistance to establish more effective processes for meeting output standards; Does not regularly manage his/her time, take initiative, or independent, appropriate action within prescribed limits; Struggles to plan and prioritize their work, set and accomplish goals and complete assigned work on schedule; Output level is inconsistent.	The classified support employee effectively manages his/her time, takes initiative, and is able to take independent, appropriate action within prescribed limits; Plans and prioritizes their work, sets and accomplishes goals and completes assigned work on schedule; Maintains an output level that is consistent with job expectations and performance standards.	and Systems and processes used become a model for the improvement of other employees.
3d: Decision-Making	The classified support employee fails to make sound decisions or requires others to make routine decisions; Is not objective when assessing situations, does not use good judgment to reach logical conclusions; Does not consider the effects of their decisions on the department and impact on the District before taking action.	The classified support employee requires a great deal of coaching from others to make sound decisions; Is rarely objective when assessing situations, inconsistently uses good judgment to reach logical conclusions; Seldom considers the effects of their decisions on the department and impact on the District before taking action.	The classified support employee takes responsibility within their assigned authority and makes sound fact-based judgments. Decisions beyond their authority are referred to the appropriate administrative level; Is objective when assessing situations, uses a logical process and reaches reasonable conclusions; Considers the effects of their decisions on the department and the District before taking action.	and Will consider or present multiple alternative solutions, including the benefits or complications for each alternative, and determine or recommend the best option; Will include factors of timing and urgency when making a decision or reaching a conclusion.
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Component	Failing	Needs Improvement	Proficient	Distinguished
3e: Ability/Willing to Learn	The classified support employee lacks a systematic approach to learning new tasks and responsibilities; Has great difficulty carrying out or comprehending new responsibilities; Frequently requires assistance after instruction and training has been provided.	The classified support employee often requires instructions to be repeated; Learns new skills and technology only when required; Required; Requires assistance even after instruction or training is provided.	The classified support employee is able to work independently on tasks once instruction or training is provided; Embraces the opportunity to learn new skills and technology in an effort to benefit the organization; Demonstrates ongoing desire to improve.	and Makes recommendations that lead to implementation of new technology within the District; Quickly masters new responsibilities/tasks, and makes recommendations to refine or improve processes and efficiencies.
3f: Safety and Security	The classified support employee fails to follow established policies and safety procedures; Fails to recognize and/or report potential hazards in the workplace.	The classified support employee struggles to adhere to the organization's safety and security procedures; Seldom reports or addresses safety hazards in the workplace; Demonstrates limited awareness of established safety policies and procedures.	The classified support employee adheres to the organization's safety and security procedures; Recognizes, addresses and reports safety hazards in the workplace; Models and enforces security protocols and uses best practices for the protection and security of hardware, data, and information systems.	and Contributes to accident prevention and workplace safety processes; Contributes to reviewing and improving digital security protocols; Reviews access logs to ensure users are accessing appropriate resources.

This domain measures the classified 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 Domain 4: Professionalism

responds to stressful situations.				
Component	Failing	Needs Improvement	Proficient	Distinguished
4)	4)
4a: District Policies/	The classified support	The classified support	The classified support	and
Procedures	employee has little understanding of District	employee has a basic understanding of District	employee understands and adheres to essential District	Acts as a resolute to others
	policies, procedures and	policies, procedures, and	policies, procedures, and	on essential District policies,
	processes related to the	processes related to the	processes related to the	procedures, and processes
	position;	position;	position;	related to the position;
		Occasionally accesses and		······································
	Fails to access and reference	references current District	Accesses and regularly	Assists in the creation of $f_{f_{1}}$
	current District policies,	policies, procedures, and	relevences current Disurict	rennement of procedures and
	procedures, and processes related to the position.	processes related to the	poncies, procedures, and processes related to the	processes,
		position;	position.	Notifies supervisor when
		Fails to consistently base		deficiencies are identified in
		action on policies, procedures.		current policies and changes
		or mandates.		are needed.
4b: Handling Stressful	The classified support	The classified support	The classified support	and
Situations	employee is unable to cope	employee is generally able to	employee manages stress	
	with stressful situations; is	cope with stress; stresstul	effectively; only the most	Often views stressful
	uncooperative, short, or	situations sometimes cause the	extreme circumstances have	situations as a challenge or an
	disinterested, and creates	employee to become	any impact on the employee's	opportunity;
	tension within the	uncooperative, short or	composure;	
	building/department;	disinterested, and create		Maintains his/her composure
	employee's attitude	tension within the	Reacts to change and frequent	and remains positive even
	negatively affects their	building/department; emulovee's attitude affects	interruptions in a productive	under extreme circumstances;
	coworkers and peers.	bis/her coworkers and neers:	and positive manner, meeting	
		mainer compress and peers,	deadlines as assigned.	Positively influences his/her
		Does not consistently react to		coworkers and peers.
		change and frequent		
		interruptions in a positive		
		manner; becomes irritated and		
		projects that irritation onto		
		Outors.		

Component	Failing	Needs Improvement	Proficient	Distinguished
4c: Managing Change and Improvement	The classified support employee does not adapt to change well; Doesn't modify behavior in response to feedback; Is not interested in looking for ways to improve rather is interested in maintaining the ways things have always been done.	The classified support employee is somewhat reluctant or unable to adapt to change or challenges; Does not show a consistent interest in generating improvement in personal or departmental improvement.	The classified support employee initiates change and is able to adapt from old methods that are no longer effective/efficient; Is able to identify new methods and generate improvement in the department's performance; Generally demonstrates willingness and ability to successfully adapt to changing demands.	and Identifies new technology and develops systems to support departmental research and project planning. Technology reflects the expressed needs of faculty and staff; Consistently demonstrates willingness and ability to successfully adapt to changing demands.
4d: Professional Growth	The classified support employee fails to recognize the need for professional growth; participation in staff development is only completed when directed by supervisor and is met with resistance.	The classified support employee reluctantly participates in professional growth. While present for activities, the employee is limited in his/her engagement.	The classified support employee welcomes professional growth opportunities and actively participates in staff development; Targets professional development focused on improving, including quality of service.	and Actively seeks out professional growth opportunities; Professional development is utilized not just as a personal activity, but a way to improve their building/department; Ensures that professional development is aligned with department and District goals.

Component	Failing	Needs Improvement	Proficient	Distinguished
4e: Confidentiality	The classified support employee routinely shares sensitive information; confidential information is handled, processed, stored, and disposed of with minimal regard for records management policies and procedures.	The classified support employee occasionally demonstrates poor judgment when sharing sensitive information; confidential information is not always handled, processed, stored, and disposed of properly.	The classified support employee is able to distinguish what information may be shared; confidential information is handled, processed, stored, and disposed of properly.	and 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.
4f: Dependability and Attendance	The classified 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 classified 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 classified 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.	and Is absent or late only for warranted reasons; Attendance consistently demonstrates a recognition of the needs of the position, the supervisor, and the organization.
4g: Goal Oriented	The classified support employee fails to establish goals completely or has no defined plan to show progress towards established goals.	The classified support employee establishes goals with assistance from their supervisor, but frequently loses focus on his/her goals; Progress towards goals is limited or occurs through normal work routine rather than a schedule of milestones and achievements.	The classified support employee establishes goals with assistance from his/her supervisor and maintains focus on his/her goals throughout the school year; Progress is measurable through a schedule of milestones and achievements; when progress cannot be made, adequate justification is available.	and 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.

Worksheet
Setting
Goal
Support
Classified

Employee Name:	Supervisor:
Conference Date:	Evaluation Date:
Strengths of Performance	
Areas for Growth in Performance/Goal Areas	
Action Steps:	
A meeting was held to discuss the growth (goal) areas for the 2024/2025 work year.	/2025 work year.
Employee's Signature:	Date:
Supervisor's Signature:	Date:

WEST SHORE SCHOOL DISTRICT

Classified Support Evaluation Summary Worksheet

Employee:		Position:				2024-2025
Employee #:		Evaluator:			Building:	
_		Failing 0	Needs Improvement 1	Proficient 2	Distinguished	
Dor	nain 1: Job Knowledge/Skills					
1a.	Use of Available Resources					0
1b.	Skill Competency *					0
1c.	Problem Solving					0
	Domain 1: Overall Score					0
Dor	nain 2: Interpersonal Relationships					
2a.	Service-Oriented Approach *					0
2b.	Team-Oriented Approach					0
2c.	Communication *					0
2d.	Work Coordination/Task Completion					0
	Domain 2: Overall Score					0
Dor	nain 3: Work Habits					
За.	Responsiveness *					0
3b.						0
3c.	Quantity of Work					0
	Decision-Making					0
3e.	Ability/Willing to Learn					0
3f.	Safety and Security					0
	Domain 3: Overall Score					0
Dor	nain 4: Professionalism					
4a.	District Policies/Procedures					0
4b.	Handling Stressful Situations					0
	Managing Change and Improvement					0
	Professional Growth					0
4e.	Confidentiality					0
4f.	Dependability and Attendance					0
4g.	Goal Oriented *					0
	Domain 4: Overall Score					0
			Total	Score for I	Domains 1-4	0

Signature of Employee: _____

Signature of Evaluator:

Date:

Additional Comments:

* Score is doubled for these components.

CLASSIFIED 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 regard 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

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

48-57

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.

CLASSIFIED SUPPORT EMPLOYEE APPEAL PROCESS

Should an employee be dissatisfied with an evaluation, that employee may initiate an appeal, utilizing the following appeal procedure. Differences may arise because of an honest difference of opinion, an error in judgment, an oversight, or a misinterpretation and it is the intent of the appeal procedure to settle differences as promptly as possible.

- 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 being informed of the report or rating.
- * A working day is one that the District office is open for business.

BACKGROUND CLEARANCE RENEWAL

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 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.

EMPLOYEE ACCESS CENTER

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 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.)

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 <u>www.wssd.k12.pa.us</u>. 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; Notice of Nondiscrimination; Hazing; Drug & Substance Abuse; and Maintaining Professional Adult/Student Boundaries. A brief synopsis of these policies is included below.

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 school property.

Notice of Nondiscrimination

The West Shore School District prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located in the District's Policy Manual at: <u>https://www.wssd.k12.pa.us/BoardPolicies.aspx</u> and on the Title IX Regulations page of the District's website at: <u>https://www.wssd.k12.pa.us/TitleIXRegulations.aspx</u>.

<u>Hazing</u>

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.

REQUIRED REPORTING OF CRIMINAL CHARGES

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 under "Forms-Business Office and HR" within the staff section of the website. 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.

CLASSIFIED SUPPORT EMPLOYEE APPLICABILITY OF EXISTING POLICIES

Unless otherwise specified in the *Classified Support Employees' Handbook*, all Board policies applicable to Support Services Personnel shall apply to Classified Support Personnel.

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.

WEST SHORE SCHOOL DISTRICT

AED Defibrillator & Stop the Bleed Kit Locations

Stop the Bleed Kits can be found in the main office area of each school building. Additionally, all schools have Stop the Bleed Kits in each classroom.

Building/Facility	Location
Cedar Cliff High School	Athletic Training Room (2 one travels with trainer) Outside Auditorium Outside Cafeteria 1 st and 2 nd floor hall 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
New Cumberland Middle School	Outside the Auditorium and Outside the Gym Lobby
Fairview Intermediate School	Outside Main Office
Old Trail Intermediate 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 and Hallway Outside of the Gym
Rossmoyne Elementary School	Hallway by Nurse's Office
Washington Heights Elementary School	Main Lobby by Main Office
Administration Center for Education	Hallway outside Print Shop with Stop the Bleed Kit
Transportation Center	Hallway over the Water Fountain
Lowther Field	Concession Stand*
Red Land Soccer Field	Concession Stand*
Natatorium	Pool Deck
West Shore Stadium	Ticket Booth #2* Stop the Bleed kit in Main Concession

*AED is brought in over the winter months when facility is not in use.

Appendix C

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 Representaive.

MEDICAL INSURANCE

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

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

1. <u>Option 1</u>: 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. <u>Option 2</u>: 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 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.

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

3. <u>Monthly Service Fee</u>. 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. <u>Wellness Program</u>. The requirements of the Wellness Program are set forth and attached hereto as Appendix I.

B. <u>Classifications of Coverage</u>. 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. <u>Spousal Coverage</u>. 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. <u>Cadillac Tax Avoidance</u>. 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 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 key 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 Heath Assessment and all information is HIPAA protected through Capital BlueCross.

- c. After completing the Health Assessment, you can view your results with your name and date completed. Please print this and turn it into the business office within 30 days of receiving your card for new hire, or by December 31st for the following year's incentive.
- d. Note: You cannot complete it until you receive your card in the mail.
- 2. Yearly Physical
 - a. You will need to have the Physical Certification Form completed by your physician and turned into the business office within 30 days of the start date, or 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 S	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 single coverage \$4,000 family coverage	\$4,000 single coverage \$8,000 family coverage	
Coinsurance (Percentage you pay after your deductible is met).	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 single coverage \$8,000 family coverage	\$8.000 single coverage \$16,000 family coverage	
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	No charge after deductible	20% coinsurance after deductible	
platform)	VirtualCare – Not Covered	VirtualCare – Not Covered	
Urgent care services	No charge after deductible	20% coinsurance after deductible	
Emergency room	No charg	e after deductible	
Prev	entive Care		
Pediatric and adult preventive care	No charge, deductible waived	20% coinsurance after deductible	
Screening gynecological exam and pap smear (one per benefit period)	No charge, deductible waived	20% coinsurance, deductible waived	
Screening mammogram (one per benefit period)	No charge, deductible waived	20% coinsurance, deductible waived	
Facility / S	Surgical Services		
Inpatient hospital room and board including maternity services and newborn care	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	
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	
	ostic 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	
	litative 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	
	stance Use Disorder Services (SUD)		
MH & SUD detoxification inpatient services	No charge after deductible	20% coinsurance after deductible	
MH & SUD rehabilitation outpatient services	No charge after deductible	20% coinsurance after deductible	
•	onal Services		
Home healthcare services (90 visits per benefit period)	No charge after deductible	20% coinsurance after deductible	
Durable medical equipment and supplies; prosthetic appliances and 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.

	Member Responsibilities			
	If provider is in-n	etwork	lf	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		ed	
	Retail pharmacy (up to a 31-day supply)	Home delive (up to a 90-day s	•	Specialty pharmacy (up to a 90-day supply)
Prescription drug tier				
Generic preferred	\$15 copayment after deductible	\$15 copayment after of	deductible	\$15 copayment after deductible
Generic nonpreferred	\$15 copayment after deductible	\$15 copayment after of	deductible	\$15 copayment after deductible
Brand preferred	\$30 copayment after deductible	\$30 copayment after of	deductible	\$30 copayment after deductible
Brand nonpreferred	\$45 copayment after deductible	\$45 copayment after of	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 of	deductible	Not covered
Brand nonpreferred	\$45 copayment after deductible	\$45 copayment after of	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 full			
\$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 obtair pharmacies.	n covered drugs for up to	a 90-day su	pply at in-network retail

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.

Communications issued by Capital Blue Cross in its capacity as administrator of programs and provider relations for all companies.

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.

	SUMMARY OF COST SHAR	
		ber 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 deductible is met.)	No member coinsurance	20% coinsurance after deductible
Out-of-pocket maximum (The most you pay per benefit period, after which	¢C 050	05 400 mmm have
benefits are paid at 100%. This includes deductible, copayments and coinsurance	\$6,350 per member	\$5,400 per member
for medical including ER and prescription drug, for in-network providers only.)	\$12,700 per family	\$10,800 per family
	re / Emergency Room Copayments	·
VirtualCare (non-specialist) visits—delivered via the Capital Blue Cross		Not Querral
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 n-person	\$35 copayment per visit	20% coinsurance after deductible
Specialist office visits (in-person, telehealth & via the	\$45 copayment per visit	20% coinsurance after deductible
Capital Blue Cross VirtualCare platform)	VirtualCare – Not Covered	VirtualCare – Not Covered
Urgent care services	\$50 copayment per visit	20% coinsurance after deductible
Emergency room	\$125 copayme	ent per visit, waived if admitted
Pr	eventive Care	
Pediatric and adult preventive care	No charge, deductible waived	20% coinsurance after deductible
Screening gynecological exam and pap smear (one per benefit period)	No charge, deductible waived	20% coinsurance, deductible waived
Screening mammogram (one per benefit period)	No charge, deductible waived	20% coinsurance after deductible
	/ Surgical Services	
npatient hospital room and board including maternity services and newborn		
care	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
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
	nostic 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, deductible waived	20% coinsurance after deductible
	abilitative and Habilitative Services)	
Physical therapy	\$45 copayment per visit	20% coinsurance after deductible
Occupational therapy (12 visits per benefit period)	\$45 copayment per visit	20% coinsurance after deductible
Speech therapy (12 visits per benefit period)	\$45 copayment per visit	20% coinsurance after deductible
	No charge after deductible	20% coinsurance after deductible
Respiratory therapy Manipulation therapy (20 visits per benefit period)	\$45 copayment per visit	20% coinsurance after deductible
	Ibstance Use Disorder Services (SL	
		· · · · · · · · · · · · · · · · · · ·
MH & SUD detoxification inpatient services	No charge after deductible	20% coinsurance after deductible
MH & SUD rehabilitation outpatient services	No charge, deductible waived	20% coinsurance after deductible
	litional Services	
Home healthcare services (90 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
Durable medical equipment and supplies; prosthetic appliances and 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.

	N DRUG SUMMARY OF CC	J9 I-9NARII	10		
	Member Responsibilities				
	If provider is in-netw	If provider is in-network If prov		vider is out-of-network	
Deductible (per benefit period) Not Applicable		Not covered			
	Retail pharmacy (up to a 31-day supply)		ome delivery a 90-day supply)	Specialty pharmacy (up to a 90-day supply)	
Prescription drug tier					
Generic preferred	\$15 copayment	\$15 copay	rment	\$15 copayment	
Generic nonpreferred	\$15 copayment	\$15 copay	rment	\$15 copayment	
Brand preferred	\$30 copayment	\$30 copay	rment	\$30 copayment	
Brand nonpreferred	\$45 copayment	\$45 copay	rment	\$45 copayment	
Contraceptives* (self-administered)					
Generic	\$0 copayment	\$0 copayr	nent	Not covered	
Select brands (no generic equivalent available)	\$0 copayment	\$0 copayr	nent	Not covered	
Brand preferred	\$30 copayment	\$30 copay	rment	Not covered	
Brand nonpreferred	\$45 copayment	\$45 copay	rment	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 Full				
\$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> to 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.

Communications issued by Capital Blue Cross in its capacity as administrator of programs and provider relations for all companies.

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 er	nroll 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

Sick Leave Incentive/Longevity Incentive

1. To the extent permitted by law, and applicable regulations, full-time (245-day) classified support employees, who:

a. have been employed in the District for at least ten (10) years;

b. provide written notice of their intent to retire on or before June 30 for a retirement on the subsequent December 31 or on or before December 31 for a retirement on the subsequent June 30, specifically identifying the date of retirement shall; and

c. are eligible for and will elect to receive retirement benefits under the Public School Employees Retirement System (PSERS) as of the effective date of retirement, shall have the option of receiving **either** a Sick Leave Incentive **or** a Longevity Incentive in accordance with the following terms and conditions.

2. Calculation of Sick Leave Incentive

a. For each day of unused accumulated sick leave up to and including 150 days, the retiree will be entitled to receive the sum of fifty-five percent (55%) of the then daily substitute teacher rate. (Example based upon a daily substitute rate of \$150.00.)

$$150.00 \text{ x} .55 = 82.50 \text{ per day}$$

b. For each day of unused accumulated sick leave from 151 days to and including 225 days, the retiree will be entitled to receive the sum of seventy-three and thirty-three hundredths percent (73.33%) of the then daily substitute teacher rate. (Example based upon a daily substitute teacher rate of \$150.00.)

$$150.00 \text{ x}$$
.7333 = 109.99 per day

c. For each day of unused accumulated sick leave in excess of 225 days, the retiree will be entitled to receive the sum of one hundred percent (100%) of the employee's daily rate of pay.

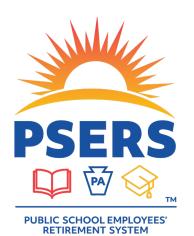
3. Calculation of Longevity Incentive

Employee's current daily rate of pay X completed years of service X (1.1); to the extent the employee has accrued sick leave, each aggregate of twenty-five (25) days of sick leave shall add one (1) year of service to the calculation.

4. Other Conditions.

a. If notice is not given according to provisions noted above, the Board shall not be required to make either type of payment, but may do so if, in the Board's sole discretion, there is a reasonable basis for the employee's failure to provide timely notice.

b. Upon giving written notice of intention to retire and the acceptance thereof by the Board, retirement shall be mandatory.



Information for New School



About PSERS

PSERS is a governmental, cost-sharing, multiple-employer pension plan to which public school employers, the Commonwealth, and school employees (members) contribute. Once you qualify for membership, you will have a defined benefit (DB) plan, a defined contribution (DC) plan, or a hybrid with both DB and DC components.

PSERS Defined Benefit (DB) Plan

In the DB plan, the retirement benefit is based on a formula. The calculation used by PSERS includes a pension multiplier, your credited years of service, and your final average salary. Class T-C, Class T-D, Class T-E, and Class T-F have only a DB component.



PSERS Defined Contribution (DC) Plan

In the DC Plan, the retirement benefit is based on the amount of contributions made to the plan and the investment performance of those contributions. Your DC contributions and earnings, if any, are available for you to withdraw when you retire or leave employment. Class DC has only a DC component.



Hybrid Plan

The hybrid plan consists of both DB and DC components. Class T-G and Class T-H have both DB and DC components.



PSERS Retirement Plan Information:

5 N 5th Street | Harrisburg PA 17101-1905

Toll-Free: 1.888.773.7748 (8 a.m. - 5p.m., M-F) Harrisburg Local: 717.787.8540

ContactPSERS@pa.gov | psers.pa.gov

With **PSERS**, you're on your way!

The Public School Employees' Retirement System (PSERS) and your school employer have partnered to assist you with planning and saving for your retirement.

When you become a PSERS member, you join one of the nation's largest public pension funds. That means you're now in good company with more than 500,000 fellow PSERS members.

PSERS has been proudly serving Pennsylvania public school employees for the past 100 years. Last year alone, PSERS disbursed more than \$6.6 billion to retirees. When it's your turn to retire, you can count on PSERS to be there for you and your retirement journey.

PSERS DC Plan Information:

Toll-Free: 1.833.432.6627 (8 a.m. - 8 p.m., M-F) Participant Web: *PSERSDC.voya.com*

Qualifying for PSERS Membership

All full-time employees must become members of PSERS and must make retirement contributions starting their first day of employment. "Full-time," for retirement purposes with PSERS, is defined as employees who work 5 or more hours a day/5 days a week or its equivalent (25 or more hours a week), even if your employer considers you to be part-time.

Part-time salaried employees qualify for PSERS membership as of their first day of employment and must have retirement contributions withheld.

Part-time hourly and part-time per diem employees must meet minimum service requirements to qualify for PSERS membership (500 hours or 80 days). Once you meet membership requirements, subsequent service for any school employer is qualified service unless there is a break in membership. Refer to *PSERS Active Member Handbook* for more information.

Part-time employees may waive membership in PSERS. To qualify for the waiver, a part-time employee must have an Individual Retirement Account and request a waiver within 90 days of notification from PSERS that they qualify for PSERS membership. When you waive membership in PSERS, you forfeit all future rights to benefits for the waived time period.

Membership Class of Service

For school employees who become new members of PSERS on or after July 1, 2019, there are three membership classes that govern your retirement contribution amounts and future benefits with PSERS: Class T-G, Class T-H, and Class DC. New members are automatically enrolled as Class T-G, but have a one-time opportunity to elect Class T-H or Class DC membership. Look for class election material from PSERS when your election period is open either through your PSERS Member Self-Service (MSS) account if you sign up or in the mail if you did not sign up for MSS.

Withheld Contributions

If you are a full-time or part-time salaried employee, your employer will begin withholding DB and DC contributions from your first day of work. The amount withheld is determined by your membership class. Full-time and part-time salaried employees who first qualify on or after July 1, 2019, and remain in Class T-G, will have 8.25% withheld for both the DB and DC components of their retirement.

If you are a part-time hourly or per diem employee, your employer may withhold contributions for the DB component which is 5.50%. The amount withheld will be returned to you if you do not qualify for membership. DC contributions cannot be withheld until you qualify for membership. Once you meet PSERS membership eligibility requirements, your employer must withhold both DB and DC contributions.

If you previously were a PSERS member, you will remain in your previous membership class and your employer may withhold contributions at the rate for that class.

Retired Members Returning to Service

The Retirement Code prohibits retirees from working for a public school in any capacity, full-time or part-time, qualifying or non-qualifying service, while receiving a PSERS retirement benefit. If you are a PSERS retiree and return to Pennsylvania public school service as a school employee, your monthly retirement benefit will be stopped unless a return to service exception applies. Please visit the PSERS website or contact PSERS for more information.

Your Responsibilties

Please refer to PSERS website for *PSERS Active Member Handbook* and other detailed information.

- ✓ Read PSERS Communications: Once qualified, new members will receive some important items such as the Welcome Packet and Class Election Packet (if applicable). If you have a PSERS Member Self-Service (MSS) account, you are automatically enrolled in Paperless Delivery which means that PSERS will deliver information to you electronically instead of through physical mail. You should check your account periodically to ensure you do not miss important information.
- ✓ Nominate and Maintain Beneficiaries: A beneficiary is the person(s) or entity(ies) you wish to receive your retirement benefits upon your death. You may nominate and change your beneficiary nomination electronically at any time through the MSS Portal. Alternatively, you may submit a Nomination of Beneficiaries (PSRS-187) form to PSERS. Please note that your most recently submitted Nomination of Beneficiaries will supersede previous nominations.
- Review information on PSERS website and take advantage of available resources such as free Foundations for Your Future (FFYF) programs conducted by PSERS retirement representatives.
- Keep your email and mailing address current through the MSS Portal.

PSERS recommends that you review all documents that will be forthcoming from PSERS. Information in this document is general in nature, does not cover all factual circumstances and is not a complete statement of the law or administrative rules. The statements in this document are not binding. In any conflict between the statements in this document and applicable law or administrative rules, the law and administrative rules will prevail.





Find the Right Help at the Right Time

Care Solace is a FREE service available to West Shore S.D. students, staff, and their families.

At no cost to you, Care Solace will quickly and confidentially find available mental health and substance use providers matched to your needs.

GET CONNECTED TO CARE TODAY



www.caresolace.com/westshore



Easy Access to Care

Completely confidential and free to use 24 hours per day, 7 days per week, and 365 days per year.



Multilingual Support

A multilingual team is available to help you understand your options and schedule an appointment.



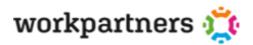
Care Regardless of Insurance

Connect to care with any coverage including sliding scale options for those without insurance.



Local Connections

Use the self-serve website to locate providers and services in our area.



July 24, 2024

West Shore School District New Cumberland, PA 17070

Dear Valued Workpartners Policy Holder,

Thank you for choosing Workpartners for your workers' compensation program. As part of our services, we have enclosed your workers' compensation provider panels developed for your workplace locations to be utilized for work-related injuries sustained from your policy effective date and going forward. In the event of a panel update, that updated listing will be effective as of the date of notice and is to be used for any work-related losses reported from that day forward.

Posting of an up-to-date workers' compensation panel is a requirement under the Pennsylvania Workers' Compensation Act. You are also required to have your employees to sign the Employee Rights and Duties Form, which confirms they are aware of your designated Workers' Compensation Provider Panel. This signature is required at time of hire/establishment of new panel and after an injury is reported. For your convenience, we have attached a copy of the Employees Rights and Duties and Employee Acknowledgement forms.

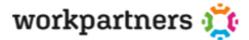
Please confirm your receipt and agreement to post the attached workers' compensation panels at your designated workplace location(s). In order that a panel is available for your employees as quickly as possible, we look forward to hearing your feedback within five (5) calendar days. After that time period we will accept the panel as approved by you, in the absence of a response.

If you have any questions or requests regarding your panel creation, please contact WCPanels@upmc.edu. We now offer telehealth services through Concentra Medical Center for non-emergent injury assessment. These services are available 24/7, year-round including weekends and holidays. We have found this service to be convenient for injured workers, expedite care, and provide a costs savings for the overall claim. Please contact the team at WCPanels@workpartners.com if you are interested in learning more.

We appreciate the opportunity to partner with you.

Sincerely,

Workpartners Panel Management Team



West Shore School District - New Cumberland (17070)

YOUR WORKERS COMPENSATION CLAIMS ARE MANAGED BY WORKPARTNERS

Send Bills To: PO Box 2971, Pittsburgh, PA 15230

Fax: (412) 454-8717

To Report a Claim Call: 1-800-633-1197

WC Policy:WC200-2029025

Policy Effective Date:07/01/2024

NOTICE TO EMPLOYEES IN CASE OF WORK-RELATED INJURIES

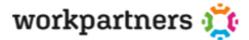
- 1. If you suffer a work-related injury, your employer or its insurance company must pay for reasonable surgical and medical services and supplies, orthopedic appliances and prosthesis, including training in their use.
- 2. In order to insure that your medical treatment will be paid for by your employer or the insurance company, you must select from one of the following health care providers.
- 3. You must continue to visit one of the physicians listed below, if you need treatment, for ninety (90) days from the date of your first visit.
- 4. If one of the persons below refers you to another licensed specialist, your employer or their insurer will pay the bill for these services.
- 5. After this ninety- (90) day period, if you still need treatment and your employer has provided a list as set forth below, you may choose to go to another health care provider for treatment. You should notify your employer of this action within five days of your visit to said provider.
- 6. If a physician on the list prescribes invasive surgery, you may obtain a second opinion from any physician of your choice. If the second opinion is different than the listed physicians opinion, you may determine which course of treatment to follow; however, the second opinion must contain a specific and detailed treatment plan. If you choose the second opinion, the procedures in that opinion must be performed by one of the physicians on the list for the first ninety-(90) days. Therefore, in this situation, the employee may be required to treat with an employer-designated provider for up to 180 days.
- If you are faced with a medical emergency, you may secure assistance from a hospital, physician, or health care provider of your choice for your work
 - related injury. However, when the emergency is resolved, you must seek treatment from a provider listed below.

Please contact your Claims Adjuster for any specialty need not listed on this panel.

<u>Name</u> Concentra Telemed	Address Available 24/7. Download the Concentra	<u>Scheduling</u> 855-835-6337	<u>Area of Specialty</u> Occupational Medicine
Patient Access: <u>www.concentratelemed.com</u>	Telemed app via the Apple App/ Google	000-000-0007	via Telemed App
Employer Information: <u>www.concentra.com/telemedicine</u>	Play Store or visit website to left.		via Telemeu App
	They blore of visit website to left.		
Concentra Medical Center - Mechanicsburg (All	4910 Ritter Rd	717-795-1819	Occupational Medicine
Locations - Concentra.com)	Mechanicsburg, PA 17055		
Concentra Medical Center - Harrisburg East (All	4200 Union Deposit Rd, Ste G, H	717-558-6708	Occupational Medicine
Locations - Concentra.com)	Harrisburg, PA 17111		
Concentra Medical Center - Carlisle (All Locations -	1124 Harrisburg Pike	717-245-2411	Occupational Medicine
Concentra.com)	Carlisle, PA 17013		
*UPMC Express Care - West York	520 Greenbriar Rd	717-849-5465	Occupational Medicine
	Greenbriar Medical Center		
	York, PA 17404		
Concentra Medical Center - York (All Locations -	970 Loucks Rd, Unit D	717-764-1008	Occupational Medicine
Concentra.com)	York, PA 17404		
Patient First Urgent Care - Mechanicsburg (All	107 S Sporting Hill Rd	717-943-1781	Urgent Care
Locations - PatientFirst.com)	Mechanicsburg, PA 17050		
Patient First Urgent Care - Harrisburg (All Locations -	5125 Jonestown Rd, Ste 105	717-943-1566	Urgent Care
PatientFirst.com)	Harrisburg, PA 17112		
Patient First Urgent Care - East York (All Locations - PatientFirst.com)	2960 E Market St York, PA 17402	717-751-2483	Urgent Care
/		717 710 0100	
*UPMC Carlisle Surgical Institute	19 Sprint Dr, Ste 3 Carlisle. PA 17015	717-713-2100	General Surgery
		717 701 0500	
*UPMC Neurological Institute	2005 Technology Pkwy, MOB 2, Ste 400 Mechanicsburg, PA 17050	717-791-2520	Neurosurgery
Outline all the thete of Demonstration Outline	0	747 704 5500	
Orthopedic Institute of Pennsylvania - Carlisle	250 Alexander Spring Rd Carlisle, PA 17015	717-761-5530	Orthopedics
000 Hastille Orthonics disc. March and a barrie		747 700 7000	
OSS Health Orthopaedics - Mechanicsburg	856 Century Dr Mechanicsburg, PA 17055	717-730-7099	Orthopedics
	0	747 704 5500	
Orthopedic Institute of Pennsylvania - Camp Hill Main Office	3399 Trindle Rd Camp Hill, PA 17011	717-761-5530	Orthopedics
	•	717 761 5520	Orthonodias
Orthopedic Institute of Pennsylvania - Harrisburg	450 Powers Ave Harrisburg, PA 17109	717-761-5530	Orthopedics
	Hamobarg, Frithioo		

*In accordance with Section 306(f.1)(1)(i) of the Worker's Compensation Act AND 34 Pa. Code Section 127.753 Disclosure Requirements, this health care provider is employed, owned or controlled by

UPMC



West Shore School District - New Cumberland (17070)

YOUR WORKERS COMPENSATION CLAIMS ARE MANAGED BY WORKPARTNERS

Send Bills To: PO Box 2971, Pittsburgh, PA 15230

Fax: (412) 454-8717

To Report a Claim Call: 1-800-633-1197

WC Policy:WC200-2029025

Policy Effective Date:07/01/2024

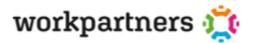
NOTICE TO EMPLOYEES IN CASE OF WORK-RELATED INJURIES

- 1. If you suffer a work-related injury, your employer or its insurance company must pay for reasonable surgical and medical services and supplies, orthopedic appliances and prosthesis, including training in their use.
- 2. In order to insure that your medical treatment will be paid for by your employer or the insurance company, you must select from one of the following health care providers.
- 3. You must continue to visit one of the physicians listed below, if you need treatment, for ninety (90) days from the date of your first visit.
- 4. If one of the persons below refers you to another licensed specialist, your employer or their insurer will pay the bill for these services.
- 5. After this ninety- (90) day period, if you still need treatment and your employer has provided a list as set forth below, you may choose to go to another health care provider for treatment. You should notify your employer of this action within five days of your visit to said provider.
- 6. If a physician on the list prescribes invasive surgery, you may obtain a second opinion from any physician of your choice. If the second opinion is different than the listed physicians opinion, you may determine which course of treatment to follow; however, the second opinion must contain a specific and detailed treatment plan. If you choose the second opinion, the procedures in that opinion must be performed by one of the physicians on the list for the first ninety-(90) days. Therefore, in this situation, the employee may be required to treat with an employer-designated provider for up to 180 days.
- If you are faced with a medical emergency, you may secure assistance from a hospital, physician, or health care provider of your choice for your work
 - related injury. However, when the emergency is resolved, you must seek treatment from a provider listed below.

Please contact your Claims Adjuster for any specialty need not listed on this panel.

<u>Name</u> Concentra Telemed Patient Access: <u>www.concentratelemed.com</u> Employer Information: <u>www.concentra.com/telemedicine</u>	<u>Address</u> Available 24/7. Download the Concentra Telemed app via the Apple App/ Google Play Store or visit website to left.	<u>Scheduling</u> 855-835-6337	<u>Area of Specialty</u> Occupational Medicine <i>via Telemed App</i>
Stoken Wagner Ophthalmic Associates	338 Alexander Spring Rd Carlisle, PA 17015	717-249-6337	Ophthalmology
One Call Physical Therapy	Call Toll-Free for Closest Location	1-844-284-2525	Physical Therapy
One Call Chiropractic	Call Toll-Free for Closest Location	1-844-284-2525	Chiropractic
One Call Imaging Services	Call Toll-Free for Closest Location	1-844-284-2525	Diagnostic Imaging
One Call Durable Medical Equipment	Call Toll-Free for Supplier	1-844-284-2525	DME
myMatrixx (an Express Scripts company)	Call Toll-Free for Closest Location BIN# 003858, Group# KYHA	1-800-945-5951	Pharmacy

*In accordance with Section 306(f.1)(1)(i) of the Worker's Compensation Act AND 34 Pa. Code Section 127.753 Disclosure Requirements, this health care provider is employed, owned or controlled by



WORKERS' COMPENSATION INFORMATION

To All Employees:

The workers' compensation law provides wage loss and medical benefits to employees who cannot work, or who need medical care, because of a work-related injury.

Benefits are required to be paid by your employer if self-insured, or through insurance provided by your employer. Your employer is required to post the name of the company responsible for paying workers' compensation benefits at its primary place of business and at its sites of employment in a prominent and easily accessible place. It is also required to be posted in any areas used for treatment of injured employees or for the administration of first aid.

You should report immediately any injury or work-related illness to your employer. Your benefits could be delayed or denied if you do not notify your employer immediately.

If your claim is denied by your employer, you have the right to request a hearing before a Workers' Compensation Judge.

The Bureau of Workers' Compensation cannot provide legal advice. However, you may contact the Bureau of Workers' Compensation for additional general information:

Department of Labor & Industry Bureau of Workers' Compensation 651 Boas Street 8th Fl Harrisburg, Pennsylvania 17121-0750 Telephone No. within Pennsylvania: 1-800-482-2383 Telephone No. outside of this Commonwealth: 717-772-4447 TTY: 1-800-362-4228 (for hearing and speech impaired only) www.state.pa.us, PA keyword: workers' comp

For a complete list of panel physicians, please contact your employer. Please call 1-800-633-1197 with any additional questions.

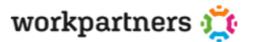
I, _____, employee of _____

(employer)

certify that I have been provided with, read, and understood the information set forth above consistent with the requirements of the Pennsylvania Workers' Compensation Act.

Date:

Fax this form to Workpartners (412-454-8717) if it is being completed as a result of a work injury; then place the original in the employee file. If this form is being completed for any reason other than in conjunction with an injury please do not fax to Workpartners, only place in the employee file. Workpartners Claims Management Services PO Box 2971 Pittsburgh PA 15230



EMPLOYEE'S ACKNOWLEDGEMENT FORM UNDER SECTION 306(f)(1)(i) OF THE PENNSYLVANIA WORKER'S COMPENSATION ACT

I recognize and agree that my employer has provided a list of at least six (6) designated health care providers, no more than two (2) of whom are coordinated care organizations and no fewer than three (3) of whom are physicians. Therefore, I acknowledge that I must treat with one of these health care providers for ninety (90) days from the date of my first visit. If I fail to treat with one of these designated health care providers, I understand that my employer will not be liable for the payment for services rendered during this ninety (90) day period. Subsequent treatment may be provided by any health care provider of my choice. However, I must advise my employer within five (5) days of my first visit to each and every non-designated health care provider. Failure to do so may affect whether my employer is liable for payment for services rendered prior to appropriate notice.

My employer has informed me of my rights and duties, and my signature acknowledges that I have been so informed and that I understand my rights and duties.

Employee's Signature	Date
Employee's Name (Print)	Employee Number
Employer	Department
Witness' Signature	Date

Fax this form to Workpartners (412-454-8717) if it is being completed as a result of a work injury; then place the original in the employee file. If this form is being completed for any reason other than in conjunction with an injury please do not fax to Workpartners, only place in the employee file.

Available Services When You Need Help the Most



Life isn't always easy. Sometimes a personal or professional issue can affect your work, health and general well-being. During these tough times, it's important to have someone to talk with to let you know you're not alone.

With Mutual of Omaha's Employee Assistance Program, you can get the help you need so you spend less time worrying about the challenges in your life and can get back to being the productive worker your employer counts on to get the job done.

Learn more about the Employee Assistance Program services available to you.

We are here for you

Visit the Employee Assistance Program website to view timely articles and resources on a variety of financial, well-being, behavioral and mental health topics.

mutualofomaha.com/eap or call us: 1-800-316-2796

Enhanced EAP Services

Features	Value to Company and Employees
Employee Family Clinical Services	 An in-house team of Master's level EAP professionals who are available 24/7/365 to provide individual assessments
	 Outstanding customer service from a team dedicated to ongoing training and education in employee assistance matters
	Access to subject matter experts in the field of EAP service delivery
Counseling Options	 Four sessions per year (per household) conducted by either face-to-face* counseling or video telehealth via a secure, HIPAA compliant portal
Exclusive Provider	National network of more than 10,000 licensed clinical providers
Network	Network continually expanding to meet customer needs
	Flexibility to meet individual client/member needs

*California Residents: Knox-Keene Statute limits no more than three face-to-face sessions in a six-month period per person.

Continued on back.



Enhanced EAP Services (continued)

Features	Value to Company and Employees			
Access	1-800 hotline with direct access to a Master's level EAP professional			
	24/7/365 services available			
	Telephone support available in more than 120 languages			
	Online submission form available for EAP service requests			
	• EAP professionals will help members develop a plan and identify resources to meet their individual needs			
Employee Family	Valuable resources – legal libraries, tools and forms – available on EAP website			
Legal Services	• A counseling session may be substituted for one legal consultation (up to 30 minutes) with an attorney			
	25% discount for ongoing legal services for same issue			
Employee Family Financial Services	 Inclusive financial platform powered by Enrich that includes financial assessment tools, personalized courses, articles and resources, and ongoing progress reports to help members monitor their financial health 			
	• A counseling session may be substituted for one financial consultation (up to 30 minutes) with an attorney			
	25% discount for ongoing financial services for same issue			
Employee Family	 Child care resources and referrals Elder care resources and referrals 			
Work/Life Services				
Online Services	An inclusive website with resources and links for additional assistance, including:			
	Current events and resources Legal assistance			
	Family and relationships Physical well-being			
	Emotional well-being Work and career			
	Financial wellness			
	Substance abuse and addiction			
	Bilingual article library			
Employee Communication	All materials available in English and Spanish			
Eligibility	• Full-time employees and their immediate family members; including the employee, spouse and dependent children (unmarried and under 26) who reside with the employee			
Coordination with Health Plan(s)	• EAP professionals will coordinate services with treatment resources/providers within the employee's health insurance network to provide counseling services covered by health insurance benefits, whenever possible			



WEST SHORE SCHOOL DISTRICT

Board of School Directors

Heidi E. Thomas, President Kelly J. Brent, Vice President David R. Brinton Brenda L. Cox Mandy L. Davis Brian K. Guistwhite Christopher J. Kambic Abigail A. Tierney Adam M. Trone

Non-Members

Ryan E. Argot, Ed.D., Secretary Stevie Jo Boone, Treasurer Kevin L. Hall, Esq., Solicitor

Administration

Todd B. Stoltz, Ed.D., Superintendent Mathew F. Gay, 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.

UPDATED APRIL 2024