

Non-Bargaining Support Personnel Handbook 2024-2025

FOREWORD

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

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

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

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

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

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I. WAGE CONSIDERATIONS

A. Pay Ranges

The basis of pay for all employees shall be an hourly rate, based upon the level of the incumbent's position, approved by the Board of School Directors. The rate ranges for 2024-25 are as follows:

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

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

B. Probationary Period of Employment

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

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

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

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

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

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

C. Paydays:

07-05-24	01-03-25
07-19-24	01-17-25
08-02-24	01-31-25
08-16-24	02-14-25
08-30-24	02-28-25
09-13-24	03-14-25
09-27-24	03-28-25
10-11-24	04-11-25
10-25-24	04-25-25
11-08-24	05-09-25
11-22-24	05-23-25
12-06-24	06-06-25
12-20-24	06-20-25

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

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

Employee Access Center (EAC) - Biweekly payroll information is accessible via the District's online Employee Access Center (EAC). The EAC enables employees to view

personalized demographic, attendance, and payroll information through a centralized online location.

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

Employees who make a change to their address in the EAC should also complete the Residency Certification Form on the Tax Information page. A link to the Tax Information page where the form may be found is conveniently located on the demographic page.

D. Elimination of Non-Bargaining Support Positions

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

II. FRINGE BENEFITS

A. General Explanation

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

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

B. Provisions

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

1. Leaves

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

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

The Board reserves the right to require the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- e. Bereavement Leave Immediate Family - In the event of a death of an immediate family member, support employees are entitled to five (5) work days absence with pay. Members of the immediate family are defined as the employee's parent, stepparent, brother, sister, child, stepchild, spouse, parent-in-law, or a near relative of said employee who resides in the same household as the employee.

- 1) Bereavement Leave - Near Relative - Three (3) Days - In the event of the death of a near relative, support employees may request three (3) work days of absence with pay. Near relatives are defined as the employee's grandfather, grandmother, grandchild, son-in-law, or daughter-in-law.

- 2) Bereavement Leave - Near Relative - One (1) Day - An employee absent from duty because of the death of an employee's near relative shall be entitled to one (1) school day of leave on the day of the funeral of said near relative. A near relative shall be defined as the employee's first cousin, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.

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

2. Paid Holidays

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

From this standard list, school year employees are paid for nine (9) paid holidays per school year. Extended school year employees are paid for ten (10) holidays per work year. Full-time employees are paid for eleven (11) holidays per work year. Employees shall be paid their regular rate for those holidays which occur during the period of the year which they are generally employed.

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

<p>Employees will not be paid for any holiday that is preceded or followed by a sick day that is not supported by a physician's certificate. Failure to comply will result in disciplinary action or possible termination.</p>

3. Insurance Coverage

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

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

Discontinuation of insurance:

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

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

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

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

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

2) Vision Insurance

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

3) Dental Insurance

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

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

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

2) Vision Insurance

a) The District covers 100% of the monthly vision premium for the employee and their eligible dependents for the full year.

3) Dental Insurance Coverage

a) For employees in this employment category who elect to enroll in the District-sponsored dental coverage program, the Board will pay the current monthly premium cost for a dental care program for the employee. The employee has the option to purchase coverage for his/her eligible dependents. If an employee elects to purchase dental insurance for his/her dependents, premium payments for dependent coverage will be deducted equally from the second payroll in September through the first payroll in June. Premium payments for July and August will be billed directly to the employee.

c. **For all support employees:**

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

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

4. Clearance Renewal and Reimbursement/Physical Examination Reimbursement

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

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

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

5. Tuition Reimbursement

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

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

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

The above is summarized on Appendices A and B.

6. Sick Leave Incentive

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

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

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

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

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

7. Medical/Hospital - Retired Employees

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

C. Salary Administration Principles

1. Mid-Point Cap for New Employees

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

2. Performance Appraisal: Basis of Wage Increases

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

3. Basis of Merit Pay Adjustments

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

Exemplary
High Performing
Meets Expectations
Developing
Does Not Meet Expectations

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

4. Level Adjustments

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

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

5. Level Maximum Adjustments

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

D. Other Considerations

1. Job Description

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

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

2. Employee Safety and Accidents

The Board and the Administration desire to ensure that the workplace is as safe and healthy as one can reasonably expect. Employees are encouraged to keep safety in mind at all times. As applicable, the following set of safety standards is for your reference:

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

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

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

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

3. Automated External Defibrillators

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

4. Extended Absence

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

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

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

5. Leave Without Pay

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

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

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

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

An employee contemplating taking or having taken leave without pay should be aware of the ramifications of such decision on the employee's evaluation. Such leave will

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

6. Jury Duty/Subpoena

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

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

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

7. In-Service

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

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

8. Transfers

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

9. Policies Regarding Behavior

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

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

Important policies that everyone should review annually are Weapons; Tobacco/Nicotine; Notice of Nondiscrimination; Hazing; Drug & Substance Abuse; and Maintaining Professional Adult/Student Boundaries. A brief synopsis of these policies is included below.

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

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

Weapons

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

Tobacco/Nicotine

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

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: <https://www.wssd.k12.pa.us/BoardPolicies.aspx> and on the Title IX Regulations page of the District’s website at: <https://www.wssd.k12.pa.us/TitleIXRegulations.aspx>.

Hazing

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

Drug & Substance Abuse

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

Maintaining Professional Adult/Student Boundaries

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

It is the District's expectation that each employee willingly accepts the responsibility to perform his/her support job effectively and efficiently. Each employee should be informed of the types of conduct to be avoided, as such behaviors are subject to disciplinary action. Such misconduct includes but is not limited to the following:

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

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

10. Complaint Procedure

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

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

11. Make-Up Time

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

12. Overtime

It is District practice to schedule overtime hours only when absolutely necessary. Except for emergency situations where circumstances do not permit preapproval, all requests for overtime must have preapproval of the immediate administrative supervisor. Employees will be paid at the rate of time and one-half for all hours worked in excess of 40 hours in a week.

13. Work Calendar

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

14. Termination Notice

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

15. Liability Statement

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

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

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

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

16. Security Statement

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

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

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

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

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

17. Asbestos

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

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

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

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

18. Safety Data Sheets (SDS)

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

19. Public Record

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

20. Food Services Program

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

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

21. Tax-Sheltered Annuity

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

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

Ameriprise Financial Services

Vendor Plan Number: 1832

Phone (800) 862-7919

<http://www.ameriprise.com>

Equitable

Vendor Plan Number: 826087

Kyle Bickley

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

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

Vendor Plan Number: 61087

Lucas Craig

Phone (717) 607-1344; lcraig@financialguide.com

Horace Mann's Retirement Advantage

Vendor Plan Number: 59a597

Phone (844) 895-0980

www.horacemann.com/retirementadvantage

Kades-Margolis

Vendor Plan Number: 479

Michael Lynch, Kades-Margolis

Phone (17) 319-4409, ext. 238; mlynch@4kmc.com

Security Benefit

Vendor Plan Number: O17338

Phone (800) 888-2461

<http://www.securitybenefit.com>

Vanguard Investments

Vendor Plan Number: V10102290

Phone (800) 569-4903

www.vanguard403bservices.com/application

22. IRS Section 125 Plan

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

23. Retirement

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

a. Normal Retirement

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

b. Vesting

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

c. Early Retirement

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

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

d. Disability Retirement

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

24. Death Benefit

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

25. Beneficiaries

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

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

III. PERFORMANCE APPRAISAL

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

A. Evaluative Procedures

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

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

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

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

Exemplary
High Performing
Meets Expectations
Developing
Does Not Meet Expectations

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

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

B. Appeal Process

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

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

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



WEST SHORE SCHOOL DISTRICT
Preapproval for Tuition Reimbursement

*Complete and return to the Human Resources Department at the Administration Center.
 Materials may also be scanned and emailed to: mcekot@wssd.k12.pa.us.*

Full Name _____ Building _____

Job Title _____

Classification (check one)

- ☐ Administrator/Act 93 ☐ Classified Support Staff ☐ Bargaining Unit Support Staff
☐ Professional Staff/Teacher ☐ Non-Bargaining Support Staff

College/University _____ Location _____

Course Title _____

Course# _____ Number of Credits* _____

Course Begins _____ Course Ends _____

Have you received your permanent certification/Level II? ☐ Yes ☐ No

Have you obtained 24 post baccalaureate credits? ☐ Yes ☐ No

Is the course you are taking in your area of assignment? ☐ Yes ☐ No

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

Is this course presented through correspondence, audio tapes, and/or video tapes, or conducted on public television? ☐ Yes ☐ No

Credits to Apply Toward ☐ Permanent Certification ☐ Salary Adjustment
 ☐ Advanced Degree ☐ Professional Advancement

My signature below confirms that I understand and agree to abide by the tuition reimbursement requirements as outlined in the Collective Bargaining Agreement and/or Employee Handbook associated with my employee classification.

Employee's Signature _____ Date _____

HUMAN RESOURCES DEPARTMENT USE ONLY

☐ Approved ☐ Disapproved _____

 Authorized Signature Date ☐ 50% Reimbursement of Credits
 ☐ 100% Reimbursement of Credits

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



WEST SHORE SCHOOL DISTRICT

Request for Tuition Reimbursement

Complete and return with tuition receipt and proof of final grade to the Human Resources Department at the Administration Center. Materials may also be scanned and emailed to: mcekot@wssd.k12.pa.us.
As a reminder, textbooks, misc. fees, etc. are not reimbursable expenses.

Full Name _____ Building _____

Job Title _____

Classification (check one)

- ☐ Administrator/Act 93 ☐ Classified Support Staff ☐ Bargaining Unit Support Staff
☐ Professional Staff/Teacher ☐ Non-Bargaining Support Staff

College/University _____ Location _____

Course Title _____

Course# _____ Number of Credits Earned* _____

Course Started _____ Course Ended _____

Please mail reimbursement check to:

- ☐ My Building Listed Above ☐ Following Address: _____

My signature below confirms that I understand and agree to abide by the tuition reimbursement requirements as outlined in the Collective Bargaining Agreement and/or Employee Handbook associated with my employee classification.

Employee's Signature _____ Date _____

HUMAN RESOURCES DEPARTMENT USE ONLY

☐ Approved ☐ Disapproved _____

_____ Credits at \$ _____ per credit = \$ _____ Total.

Authorized Signature

Date

Domain 1: Job Knowledge/Skills

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

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

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

Domain 2: Interpersonal Relationships

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

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

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

Domain 3: Work Habits

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

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

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

Domain 4: Professionalism

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

Component	Failing	Needs Improvement	Proficient	Distinguished
4a: Professional Growth	The support employee fails to recognize the need for professional growth; participation in staff development is only completed when required and lacks engagement.	The support employee participates in professional growth only as required or directed. While present for activities, the employee is limited in his/her engagement.	The support employee welcomes professional growth opportunities and actively participates in staff development.	... and The support employee seeks out professional growth opportunities above and beyond those required; Professional development is utilized not just as a personal activity, but a way to improve their building/department.
4b: Goal Oriented	The support employee fails to establish goals completely or has no defined plan to show progress towards established goals.	The support employee establishes goals with 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 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 The support employee establishes goals clearly aligned with District and departmental/building goals; adjustments occur to ensure that progress towards goals continues in spite of obstacles and challenges.

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

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

Non-Bargaining Support Evaluation Summary Worksheet

Employee: _____ Position: _____ 2024-2025

Employee #: _____ Evaluator: _____ Building: _____

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

Signature of Employee: _____

Date: _____

Signature of Evaluator: _____

Date: _____

Additional Comments:

--

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

Goal Setting Worksheet

Employee Name: _____ Supervisor: _____

Conference Date: _____ Evaluation Date: _____

Strengths of Performance

Areas for Growth in Performance/Goal Areas

Action Steps:

Component where earned points will be doubled _____

A meeting was held to discuss the growth (goal) areas for the 2024/25 work year.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

NON-BARGAINING SUPPORT PERFORMANCE CATEGORIES

Exemplary 66-75

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

High Performing 58-65

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

Meets Expectations 48-57

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

Developing 42-47

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

Does Not Meet Expectations 41 or less

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

WEST SHORE SCHOOL DISTRICT

AED Defibrillator & 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.*

Electronic Communications

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

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

Posting Electronic-Based Information

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

Electronic Mail and/or Messaging Policy

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

Personal Cell Phone Use Guidelines

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

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

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

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

RETURN-TO-WORK PROGRAM PHILOSOPHY

EMPLOYEES ARE OUR MOST IMPORTANT ASSETS!

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

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

OUR PROGRAM

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

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

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

Report Workplace Injuries in 24 hours

Benefits of Early Reporting

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

Reporting the Injury is Easy

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

INJURY INFORMATION

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

EMPLOYEE INFORMATION

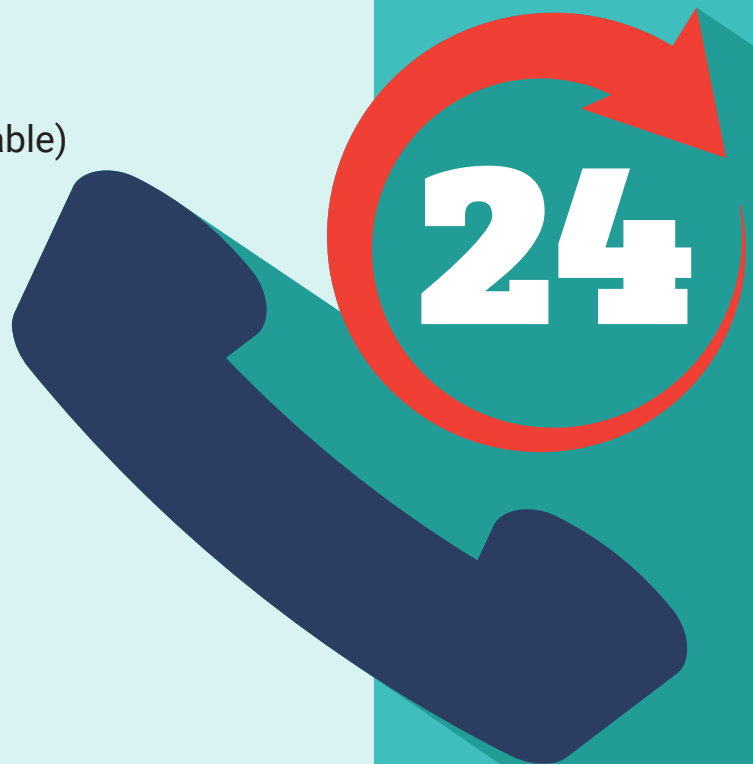
- Name
- Social Security Number
- Address
- Phone number
- *Date of birth*
- Gender
- Marital status
- Employment status
- *Primary work location*
- Work schedule



To report an injury,
please call

717-938-9577

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



LIST OF REPORTABLE OFFENSES

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

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

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

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

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

MEDICAL INSURANCE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

D. Cadillac Tax Avoidance. Under no circumstances shall the District provide a plan of health benefits that would subject such plan to the Excise or “Cadillac” Tax provisions of the Affordable Care Act (ACA). In the event the District’s actuarial consulting firm determines that either of the plans referenced above may be subject to such provisions, the District shall make such changes to the plan or plans as are necessary to avoid 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 Health 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 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 platform)	No charge after deductible VirtualCare – Not Covered	20% coinsurance after deductible VirtualCare – Not Covered
Urgent care services	No charge after deductible	20% coinsurance after deductible
Emergency room	No charge after deductible	
Preventive Care		
Pediatric and adult preventive care	No charge, 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 / 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
Diagnostic Services		
High tech imaging (such as MRI, CT, PET)	No charge after deductible	20% coinsurance after deductible
Radiology (other than high tech imaging)	No charge after deductible	20% coinsurance after deductible
Independent laboratory	No charge after deductible	20% coinsurance after deductible
Facility-owned laboratory (i.e. Health System owned)	No charge after deductible	20% coinsurance after deductible
Diagnostic mammogram	No charge after deductible	20% coinsurance after deductible
Therapy Services (Rehabilitative and Habilitative Services)		
Physical therapy	No charge after deductible	20% coinsurance after deductible
Occupational therapy (12 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
Speech therapy (12 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
Respiratory therapy	No charge after deductible	20% coinsurance after deductible
Manipulation therapy (20 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
Mental Health (MH) and Substance 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
Additional 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.

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

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

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

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

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.

YOUR MEDICAL PLAN SUMMARY OF COST SHARING		
	Member Responsibilities	
	If provider is in-network	If provider is out-of-network
Deductible (per benefit period)	\$600 per member \$1,200 per family	\$1,800 per member \$3,600 per family
Coinsurance (Percentage you pay after your deductible is met.)	No member coinsurance	20% coinsurance after deductible
Out-of-pocket maximum (The most you pay per benefit period, after which benefits are paid at 100%. This includes deductible, copayments and coinsurance for medical including ER and prescription drug, for in-network providers only.)	\$6,350 per member \$12,700 per family	\$5,400 per member \$10,800 per family
Office Visit / Urgent Care / Emergency Room Copayments		
VirtualCare (non-specialist) visits—delivered via the Capital Blue Cross VirtualCare platform	Not Covered	Not Covered
Office visits and consultations (in-person & telehealth)—performed by a family practitioner, general practitioner, internist, pediatrician network retail clinic or in-person	\$35 copayment per visit	20% coinsurance after deductible
Specialist office visits (in-person, telehealth & via the Capital Blue Cross VirtualCare platform)	\$45 copayment per visit VirtualCare – Not Covered	20% coinsurance after deductible VirtualCare – Not Covered
Urgent care services	\$50 copayment per visit	20% coinsurance after deductible
Emergency room	\$125 copayment per visit, waived if admitted	
Preventive Care		
Pediatric and adult preventive care	No charge, 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
Facility / 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
Diagnostic Services		
High tech imaging (such as MRI, CT, PET)	No charge after deductible	20% coinsurance after deductible
Radiology (other than high tech imaging)	No charge after deductible	20% coinsurance after deductible
Independent laboratory	No charge after deductible	20% coinsurance after deductible
Facility-owned laboratory (i.e. Health System owned)	No charge after deductible	20% coinsurance after deductible
Diagnostic mammogram	No charge, deductible waived	20% coinsurance after deductible
Therapy Services (Rehabilitative 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
Respiratory therapy	No charge after deductible	20% coinsurance after deductible
Manipulation therapy (20 visits per benefit period)	\$45 copayment per visit	20% coinsurance after deductible
Mental Health (MH) and Substance Use Disorder Services (SUD)		
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
Additional 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.

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

YOUR PRESCRIPTION DRUG SUMMARY OF COST-SHARING

	Member Responsibilities		
	If provider is in-network	If provider is out-of-network	
Deductible (per benefit period)	Not Applicable	Not covered	
	Retail pharmacy (up to a 31-day supply)	Home delivery (up to a 90-day supply)	Specialty pharmacy (up to a 90-day supply)
Prescription drug tier			
Generic preferred	\$15 copayment	\$15 copayment	\$15 copayment
Generic nonpreferred	\$15 copayment	\$15 copayment	\$15 copayment
Brand preferred	\$30 copayment	\$30 copayment	\$30 copayment
Brand nonpreferred	\$45 copayment	\$45 copayment	\$45 copayment
Contraceptives* (self-administered)			
Generic	\$0 copayment	\$0 copayment	Not covered
Select brands (no generic equivalent available)	\$0 copayment	\$0 copayment	Not covered
Brand preferred	\$30 copayment	\$30 copayment	Not covered
Brand nonpreferred	\$45 copayment	\$45 copayment	Not covered
Additional pharmacy benefits/details			
Network (for specialty pharmacy information please refer to the guide to Rx benefits at CapitalBlueCross.com)	Broad Plus		
Formulary	Elite 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 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 enroll for medical benefits through this employment because:

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

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

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

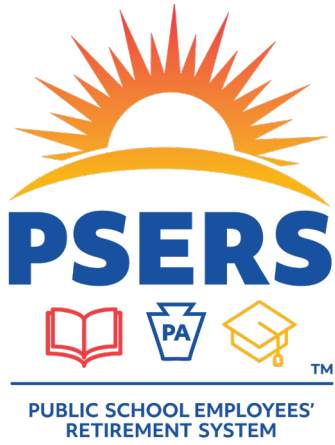
We agree to notify the District in writing (directed to the Business Office) within ten (10) days, in the event _____ becomes eligible for medical benefits that are compliant with the ACA.

Date: _____

Signature of Employee

Date: _____

Signature of Spouse



Information for New School Employees



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.

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.

Questions?

PSERS Retirement Plan Information:

5 N 5th Street | Harrisburg PA 17101-1905
Toll-Free: 1.888.773.7748 (8 a.m. - 5 p.m., M-F)
Harrisburg Local: 717.787.8540
Contact PSERS@pa.gov | psers.pa.gov

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 Responsibilities

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.**



care
solace

**IT'S OKAY TO
ASK FOR HELP**



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**

1-888-515-0595

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.



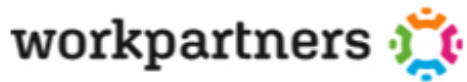
Care Regardless of Insurance

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

*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

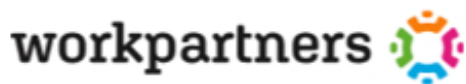
West Shore School District - New Cumberland (17070)
 YOUR WORKERS COMPENSATION CLAIMS ARE MANAGED BY WORKPARTNERS
 Send Bills To: PO Box 2971, Pittsburgh, PA 15230
 Fax: (412) 454-8717
 To Report a Claim Call: 1-800-633-1197
 WC Policy:WC200-2029025
 Policy Effective Date:07/01/2024

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.
7. 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>	<u>Address</u>	<u>Scheduling</u>	<u>Area of Specialty</u>
Concentra Telemed <i>Patient Access: www.concentratelemed.com Employer Information: www.concentra.com/telemedicine</i>	Available 24/7. Download the Concentra Telemed app via the Apple App/ Google Play Store or visit website to left.	855-835-6337	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



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.

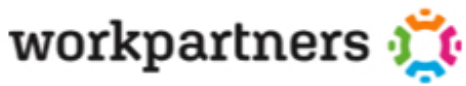
I, _____, employee of _____,
(employer)

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

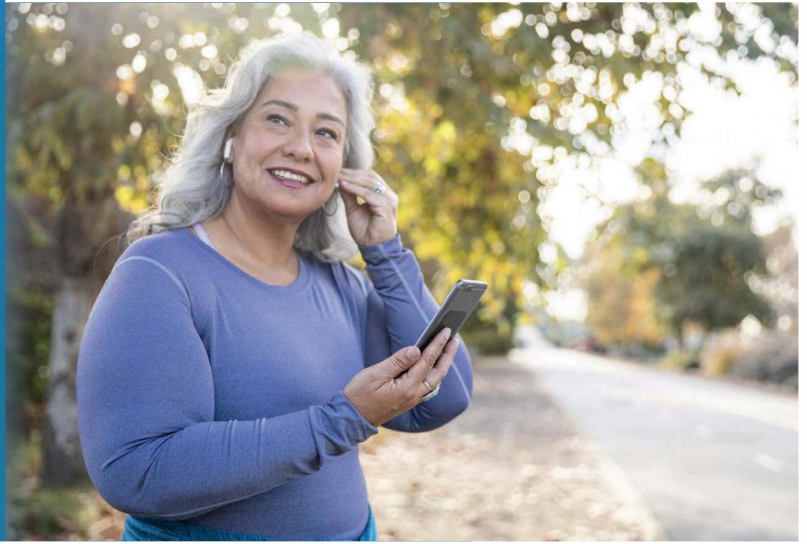
Department

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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Four sessions per year (per household) conducted by either face-to-face* counseling or video telehealth via a secure, HIPAA compliant portal
Exclusive Provider Network	<ul style="list-style-type: none"> National network of more than 10,000 licensed clinical providers 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	<ul style="list-style-type: none"> 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 Legal Services	<ul style="list-style-type: none"> Valuable resources – legal libraries, tools and forms – available on EAP website 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	<ul style="list-style-type: none"> 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 Work/Life Services	<ul style="list-style-type: none"> Child care resources and referrals Elder care resources and referrals
Online Services	<ul style="list-style-type: none"> An inclusive website with resources and links for additional assistance, including: <ul style="list-style-type: none"> Current events and resources Family and relationships Emotional well-being Financial wellness Substance abuse and addiction Bilingual article library Legal assistance Physical well-being Work and career
Employee Communication	<ul style="list-style-type: none"> All materials available in English and Spanish
Eligibility	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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

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Kelly J. Brent, Vice President
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Brenda L. Cox
Mandy L. Davis
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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.