

# **Bargaining Unit Support Personnel Handbook**

## **2024-2025**



## FOREWORD

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

The West Shore School District is a service organization. The key function of each bargaining unit support employee is to provide services to our students and to support the work of the teaching staff and other employees who, like you, serve the students of our school community. Without the contribution of each of our employees, West Shore would be unable to provide our children the quality education they deserve. In addition to the specific work for which you were hired, you should also recognize the influence you have on the children, parents, and community members with whom you come in contact. When you are kind and helpful to children and others, you help to create a nurturing school environment that reinforces how special and unique each child is.

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

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

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

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## I. WAGE CONSIDERATIONS

### A. Pay Dates for 2024-2025

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

- B. Direct Deposit – The District offers a direct deposit program for all employees. This program permits the employee to electronically deposit money in a bank account and/or credit union account. The funds are available to the employee at the beginning of the banking day on each payday. Sign-up forms are available in the Business Office or the school office.
- C. Employee Access Center (EAC) – Biweekly payroll information is accessible via the District’s online Employee Access Center (EAC). The EAC enables employees to view personalized demographic, attendance, and payroll information through a centralized online location.

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

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

## II. FRINGE BENEFITS

### A. General Explanation

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

- School Year Employees who work less than 190 days per year, excluding holidays;
- Full Year Employees who work 245 to 251 days per year, excluding holidays.

### B. Leave

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

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

### D. Other Considerations

1. Job Description – A job description defines the general performance responsibilities of a given position and the qualifications which the employee shall maintain in order to be considered for continued employment in the position. The appropriate job description shall be issued to the employee at the time of employment and at any time of revision of the job description. Copies of job descriptions are available from supervisors.

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

2. Dress and Grooming – Employees are expected to conform to the uniform or dress requirements of the department in which they work. In addition, employees are expected to be neat, clean, look like the professionals they are, and model appropriate dress and grooming for the students with whom they may interact. Proper footwear is always required for safety.

3. Reporting of Absences – When an employee is ill and unable to report for work, he/she should call his/her immediate supervisor as soon as possible and prior to the assigned report time. Failure to comply will result in disciplinary action or possible termination. If an employee becomes ill while on duty, he/she should inform his/her immediate supervisor immediately.
4. Employee Safety and Accidents – The Board and the Administration desire to ensure that the workplace is as safe and healthy as one can reasonably expect. Employees are encouraged to keep safety in mind at all times. As applicable, the following set of safety standards is for your reference:
  - Report to your supervisor any conditions or practices that may cause injury to you, to others, or damage to District property.
  - Observe and practice safety rules and regulations established for your job.
  - In the event of any illness or accident, no matter how insignificant you feel it is, report it to your supervisor at once; also, please note the final paragraph of this section.
  - Do not wear loose clothing or jewelry around machinery. Employees with longer hair should also be careful around machinery; this also includes such office equipment as paper shredders. Departments may have a need to further define appropriate dress as per the Board policy.
  - Never distract another employee who is operating machinery.
  - Employees should not engage in practical jokes or horseplay.
  - Keep your work area clean by picking up and properly disposing of litter which will help make the District a cleaner, safer place to work.
  - Always shut down any machine before repairing or cleaning.
  - Never leave any equipment running unattended.
  - Always be in compliance with the tobacco regulations of the District.
  - Check fire extinguishers, fire hoses, and other equipment to assure they are in operational order and you know how they are to be used.
  - Always wear protective equipment such as safety glasses, gloves, hair nets, and safety shoes when they are needed. Also, wear appropriate clothing and shoes for the job. Loose fitting shoes or sandals are not permitted.
  - Always keep exits, aisles, stairways, etc. well lighted and open to traffic.
  - Lift properly, using your legs, not your back. Also, size a load; if it appears to be too heavy, request a helper.



- Always keep machine guards in place.
- Do not modify extension cords by removing the ground plug.
- When removing materials or pantry items from a stack, take from the top; do not undermine the load.
- Use signs and barriers to let others know that a floor is being mopped or wet.
- Employees are to operate any District vehicle in a safe manner, within posted speed limits, and according to all other traffic rules. (The employee shall be responsible to pay any fines received.) Vehicle operators will check to see that lights, wipers, brakes, etc. are working properly and that the tires are correctly inflated and have no visual defects. Make certain there is sufficient fuel to eliminate the possibility of running out of fuel. When fueling a District vehicle, employees must check the oil and make sure the fuel cap is secure. No riders except the operators shall be allowed on riding lawn mowers, tractors, snow blowers, etc. Before moving a vehicle, check that no one or any thing is under, beside, or behind the vehicle or in the vehicle's path; i.e., do a walk-around. All drivers must complete required pre-trip and post-trip inspections each and every time they use their vehicle.
- No employee shall operate or use welding equipment, power tools, or torches without the proper instruction and permission of the supervisor.
- Storage of paints, combustible materials, cylinders of fuel gases, or other hazardous material shall be stored in a safe manner in designated areas only, and they will be properly identified.
- Ladders and scaffolds shall be used in a safe manner and only for the purposes intended. Examples are: only one on a ladder; always face a ladder when climbing; position a ladder properly on the ground. On scaffolds, also follow manufacturer's instructions such as locking the wheels and keeping the guardrails in place.
- Clean up any spilled oil, grease, combustible or slippery material and dispose of the rags in a proper place.

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

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

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

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

6. Leave Without Pay – The work year for a support employee is defined by a work calendar. An employee's willingness to forfeit salary for any of these stipulated work days does not free the individual from this commitment.

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

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

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

7. In-Service and Mandatory Training – The Board and the Administration recognize the value of in-service training. Support Bargaining Unit employees will be required to participate in planned in-service programs. Any use of leave on an in-service day must be documented by a physician's note or be the result of a true emergency supported by documentation reasonably satisfactory to the District.
8. Transfers – Transfers from one location and/or position to another may be initiated by the District or by the employee. The latter, as positions are available, should be requested by the employee in writing to the immediate supervisor.
9. Annual Employee Performance Appraisal – As a way of providing a historical record of employment, as well as providing an employee with feedback related to his/her performance, an annual performance appraisal will be done for each employee by his/her supervisor.
10. Background Clearance Renewal Process – All school employees are required to renew their background clearances every 5 years. This requirement is a condition of continued employment and is initially done at the employee's expense. Information on how to go about renewing the three clearances is available on the employment page of the District website.
11. Reporting of Criminal Charges/Convictions – All employees are required to report to their direct administrative supervisor any criminal charges or convictions upon their return to work or within seventy-two hours, whichever comes first. Failure to do so may result in disciplinary action up to and including termination of employment.

Additionally, Act 24 of 2011 requires all school employees to provide written notice, via the PDE 6004 form, within 72 hours of any arrest or conviction of offenses outlined in Section 111(e) and (f.1) of the Pennsylvania Public School Code. A copy

of the PDE-6004 form may be found on the District website within the staff section under “Forms-Business Office and HR.” The list of reportable offenses is provided. Failure to report such offenses may result in disciplinary action up to and including termination of employment.

## LIST OF REPORTABLE OFFENSES

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

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
  - Chapter 25 (relating to criminal homicide)
  - Section 2702 (relating to aggravated assault)
  - Section 2709.1 (relating to stalking)
  - Section 2901 (relating to kidnapping)
  - Section 2902 (relating to unlawful restraint)
  - Section 2910 (relating to luring a child into a motor vehicle or structure)
  - Section 3121 (relating to rape)
  - Section 3122.1 (relating to statutory sexual assault)
  - Section 3123 (relating to involuntary deviate sexual intercourse)
  - Section 3124.1 (relating to sexual assault)
  - Section 3124.2 (relating to institutional sexual assault)
  - Section 3125 (relating to aggravated indecent assault)
  - Section 3126 (relating to indecent assault)
  - Section 3127 (relating to indecent exposure)
  - Section 3129 (relating to sexual intercourse with animal)
  - Section 4302 (relating to incest)
  - Section 4303 (relating to concealing death of child)
  - Section 4304 (relating to endangering welfare of children)
  - Section 4305 (relating to dealing in infant children)
  - A felony offense under section 5902(b) (relating to prostitution and related offenses)
  - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
  - Section 6301(a)(1) (relating to corruption of minors)
  - Section 6312 (relating to sexual abuse of children)
  - Section 6318 (relating to unlawful contact with minor)
  - Section 6319 (relating to solicitation of minors to traffic drugs)
  - Section 6320 (relating to sexual exploitation of children)
- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.”
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
  - the United States; or
  - one of its territories or possessions; or
  - another state; or
  - the District of Columbia; or
  - the Commonwealth of Puerto Rico; or
  - a foreign nation; or
  - under a former law of this Commonwealth.

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

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

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

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

A brief synopsis of several important policies is included below.

### Weapons

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

### Tobacco/Nicotine

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

### 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.

### Acceptable Use of Computing Resources and the Internet

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

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

### Prohibited Use of Wireless Devices

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

### Personal Cell Phone Use Guidelines

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

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

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

#### Misconduct Guidelines

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

- Insubordination or failure to perform work assigned by a supervisor on District time and on District premises to include sleeping or other non-work related activities.
- Theft of money, material goods, or payroll time.
- Unsatisfactory work performed or attitude on District time and on District premises.
- Habitual absence or excessive tardiness.
- Reporting to work under the influence of alcohol or other controlled substance.
- Noncompliance with the District policy regarding tobacco.

- Possession, use, delivery or sale of alcohol or other controlled substance on District time and/or District premises. Please note: Any employee, professional or otherwise, who is convicted of delivery of a controlled substance or convicted of possession of a controlled substance with the intent to deliver, as prohibited by the act of April 14, 1972 (P.L.233, No.64), known as "The Controlled Substance, Drug, Device and Cosmetic Act," shall be terminated from his or her employment with the school entity. The governing body of the school entity shall enforce this section.
- Use of vulgar, profane, or obscene language on District time or on District premises.
- Falsification of records, time cards, or other documents related to employment.
- Making a false statement at time of hiring.
- Horseplay, misconduct, or disregard of District policy.
- Defacing, misusing, damaging, or otherwise abusing District property.
- Accessing confidential information regarding staff/students which the employee has no legitimate purpose to access given his/her position with the District.
- Mistreatment of fellow employees, students or the public.
- Causing discord among fellow workers: fighting, gossiping, etc.
- Absence without advance notification and/or reason (failure to call in prior to absence).
- Any illegal, immoral, or improper action on District time or premises to including gambling.
- Any act of violence on District time and/or District premises.
- Carelessness in the securing or handling of the District's confidential information or keys.
- Violation or disregard of safety, fire, traffic, or parking lot regulation.
- Found guilty of a summary offense, misdemeanor, or felony committed on or off District time and/or premises. Please note: A person commits a misdemeanor of the first degree if he/she possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school.
- Threatening or assuming a threatening attitude toward fellow employees, students or the public.
- Making threatening or intimidating phone calls to District buildings, employees, or the public.
- Theft of District property or of personal property of another person from any District location at any time.
- Failure to comply with the District's recycling program.



13. Resignation – Two weeks minimum notice is expected of any employee resigning employment with the District or as much time as possible would be appreciated. The employee should speak to his/her supervisor as soon as resignation is contemplated.
14. Liability Statement – The West Shore School District maintains liability coverages on which our employees are insureds. Therefore, all District employees, while acting within the course and scope of their duties, are covered to the same extent as the District, including legal defense, investigation and payment of judgments, up to the limits of the policies. Several types of liability insurance are written for the West Shore School District. Each has a distinct purpose:
  - a. General Liability - Covers bodily injury and/or property damage to third parties caused by insureds (persons insured) under the policy, or for which insureds are responsible. Persons insured under the policy include employees and volunteers of the District acting in the course and scope of their duties. This policy includes incidental medical malpractice coverage, provided for any insured other than medical professionals who engage in a medically-related activity, such as administering medication to a student, performing CPR or using an AED. Nurses and pupil services assistants are also covered for medical malpractice under this policy. The policy limits are \$1 million per occurrence (total for all claims in one event), and \$2 million aggregate (total of all claims in a one-year period).
  - b. Auto Liability - The District's Business Auto policy covers any auto owned or used by the District to conduct its various operations. This policy includes vehicles owned by the District and scheduled on the policy, and vehicles leased, hired, or borrowed by the District. The policy covers bodily injury and/or property damage caused to third parties by insureds under the policy, or for which insureds are responsible. Insureds under the policy include employees and volunteers. The District's auto liability policy has been specifically endorsed by the carrier to extend liability coverage to teachers, coaches, etc., who use their personal autos to conduct school business related directly to their job responsibilities. (Please note that physical damage to personally owned vehicles remains the responsibility of the vehicle owner.) The policy limit is \$1 million per claim.
  - c. Umbrella Liability – An extra \$2 million per occurrence and aggregate limit added to the General Liability and Auto Liability described above.
15. Security Statement – All support bargaining unit employees have in their job descriptions responsibility to assist the administration in monitoring and screening all visitors to the building to ensure a safe school environment. This is accomplished through the use of identification badges for employees and approved visitors. People who are observed in the building without proper identification should be reported to the administration or head teacher. All employees are required to wear their District issued identification badge while on duty.

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

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

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

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

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

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

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

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

17. Safety Data Sheets (SDS) – Per the Worker and Community Right to Know Act, the SDS for each building are maintained in the school offices. Employees may review this information as necessary. Questions may be directed to the Supervisor of Buildings and Grounds.
18. Public Record – Following District policy and state law, a record, including a financial record, is one that is not protected by a defined privilege or is not exempt from being disclosed under one of the exemptions in Pennsylvania's Right-to-Know Law or other federal or state law or regulation, judicial decree, or order. District employees who receive requests for access to public records shall immediately forward the request to the District's Open Records Officer at the Administration Center for Education.

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

For convenience, staff members may set up accounts and utilize the prepay system, so they can obtain school meals without carrying cash. School staff are expected to maintain balances above zero and make payments in full by the end of the week in the event their balance becomes negative. Staff members are asked to keep their accounts positive and may not use student accounts for their own meals. Staff members who carry negative balances will receive notification of such from the food services department and be asked to satisfy their financial obligation. Information on Point of Sale may be obtained from the food services office.

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

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

**Important Note:** If a tax-sheltered annuity is stopped or altered at any time in a calendar year, a payroll deduction cannot be resumed or altered again until the next calendar year.

The following companies have been approved by the Board to market tax-sheltered annuities to West Shore School District employees:

Ameriprise Financial Services  
Vendor Plan Number: 1832  
Phone (800) 862-7919  
<http://www.ameriprise.com>

Equitable  
Vendor Plan Number: 826087  
Kyle Bickley  
Phone (267) 825-1269 or (717) 560-2000; kyle.bickley@equitable.com

Franklin Templeton Bank & Trust, F.S.B.  
Vendor Plan Number: 61087  
Lucas Craig  
Phone (866) 959-4500; lcraig@financialguide.com

Horace Mann's Retirement Advantage  
Vendor Plan Number: 59a597  
Phone (844) 895-0980  
[www.horacemann.com/retirementadvantage](http://www.horacemann.com/retirementadvantage)

Kades-Margolis  
Vendor Plan Number: 479  
Michael Lynch, Kades-Margolis  
Phone (800) 433-1828, ext. 238; mlynch@4kmc.com

Security Benefit  
Vendor Plan Number: O17338  
Phone (800) 888-2461  
<http://www.securitybenefit.com>

Vanguard Investments  
Vendor Plan Number: V10102290  
Phone (800) 569-4903  
[www.vanguard403bservices.com/application](http://www.vanguard403bservices.com/application)

21. IRS Section 125 Plan – The District has established an IRS Section 125 Plan for tax-deferred employee benefits. The reimbursable section of the plan is optional; however, all employee premium co-pays will be pre-taxed through the Plan.
22. Retirement – All full-time employees and all part-time employees who work five hundred (500) hours or more per school year are required to belong to the Pennsylvania Public School Employees' Retirement System (PSERS). The employee, the District, and the Commonwealth of Pennsylvania contribute to the employee's retirement account.
  - a. Normal Retirement – Normal retirement, also known as superannuation or full retirement, is an unreduced DB benefit where all age and/or service requirements are met. The age and/or service requirements are dependent upon the employee's membership classification with PSERS. The PSERS website (<https://www.psers.pa.gov>) outlines the various membership classifications and the requirements for normal retirement.

- b. Vesting – Vesting (deferring retirement) postpones receipt of your monthly retirement benefit until a later date. Vesting your account may eliminate penalties of an early retirement. It may also protect a death benefit greater than the value of your contributions and interest for your beneficiary. Employees should visit the PSERS website (<https://www.psers.pa.gov>) for more specific information.
  - c. Early Retirement – Early retirement is a reduced retirement benefit available to members who do not meet the normal retirement requirements. Employees should visit the PSERS website (<https://www.psers.pa.gov>) for more specific information on early retirement.
  - d. Disability Retirement – To apply for a PSERS disability retirement benefit, you must have at least five (5) years of credited service with PSERS. There are more eligibility requirements to apply for a disability retirement. Employees should visit the PSERS website for specific information.
23. Death Benefit – The beneficiary of an employee who is a member of the Public School Employee’s Retirement System and dies while in active service in the District is eligible for a death benefit. Upon application, the Pennsylvania Public School Employees' Retirement System will notify the employee's beneficiary of the total value of the death benefit and options which may be available to the beneficiary.
24. Beneficiaries – It is important all employees notify the Public School Employee’s Retirement System of any change in marital status and/or beneficiaries to eliminate confusion and to protect benefits. Employees considering retirement or having questions concerning the status of their account, options, etc., should contact PSERS at (717) 787-8540 or (888) 773-7748.

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

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



WEST SHORE SCHOOL DISTRICT  
**Preapproval for 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](mailto: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

### Support Bargaining Unit Personnel Performance Evaluation

Name \_\_\_\_\_ Position \_\_\_\_\_

Date of Review \_\_\_\_\_ ☐ Interim-Probationary ☐ Annual

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

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



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

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

## WEST SHORE SCHOOL DISTRICT

**AED Defibrillator & 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.

<b>Building/Facility</b>	<b>Location</b>
Cedar Cliff High School	Athletic Training Room (2 one travels with trainer) Outside Auditorium Outside Cafeteria 1 <sup>st</sup> and 2 <sup>nd</sup> 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 telephones on school district property. They may not be used in the presence of students during normal working hours under normal conditions.
- Sounding devices must be turned off at all times. Incoming or outgoing calls must be limited to emergency issues only.

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

## **RETURN-TO-WORK PROGRAM PHILOSOPHY**

### **EMPLOYEES ARE OUR MOST IMPORTANT ASSETS!**

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

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

### **OUR PROGRAM**

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

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

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

# Report Workplace Injuries in 24 hours

## Benefits of Early Reporting

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

## Reporting the Injury is Easy

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

### INJURY INFORMATION

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

### EMPLOYEE INFORMATION

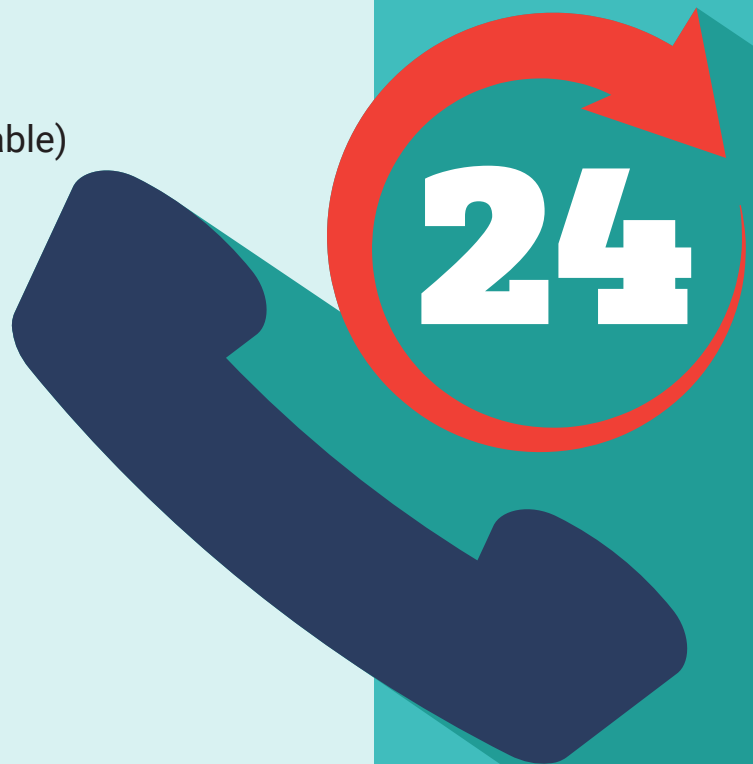
- *Name*
- *Social Security Number*
- *Address*
- Phone number
- *Date of birth*
- *Gender*
- Marital status
- Employment status
- *Primary work location*
- Work schedule

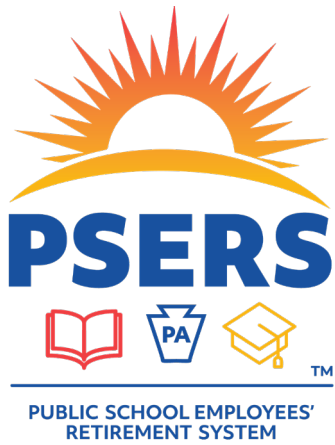


To report an injury,  
please call

**717-938-9577**

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





# 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.

$$\text{Final Average Salary} \times \text{Membership Class Multiplier} \times \text{Years of Service} = \text{Annual Maximum Single Life Annuity}$$

### 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.

$$\text{Participant Contribution} + \text{Employer Contribution} + \text{Voluntary Contributions (after-tax/rollover)} +/- \text{Investment Performance of Your Account} = \text{Total Account Value}$$

### 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](mailto:PSERS@pa.gov) | [psers.pa.gov](http://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](http://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](http://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.



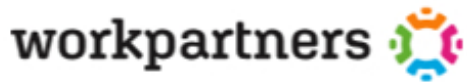
### **Care Regardless of Insurance**

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](mailto: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](mailto: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: <a href="http://www.concentratelemed.com">www.concentratelemed.com</a> Employer Information: <a href="http://www.concentra.com/telemedicine">www.concentra.com/telemedicine</a></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

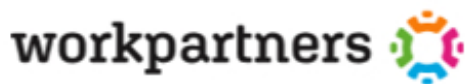
**West Shore School District - New Cumberland (17070)**  
 YOUR WORKERS COMPENSATION CLAIMS ARE MANAGED BY WORKPARTNERS  
 Send Bills To: PO Box 2971, Pittsburgh, PA 15230  
 Fax: (412) 454-8717  
 To Report a Claim Call: 1-800-633-1197  
 WC Policy:WC200-2029025  
 Policy Effective Date:07/01/2024

**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: <a href="http://www.concentratelemed.com">www.concentratelemed.com</a> Employer Information: <a href="http://www.concentra.com/telemedicine">www.concentra.com/telemedicine</a></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](http://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
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Employee' s Name (Print)	Employee Number
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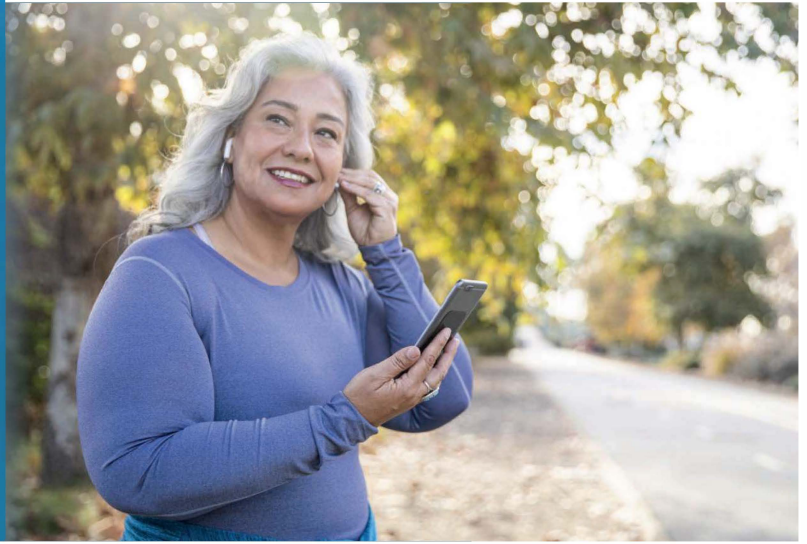
Employer	Department
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Witness' Signature	Date
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**Fax this form to Workpartners (412-454-8717) if it is being completed as a result of a work injury; then place the original in the employee file. If 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](https://mutualofomaha.com/eap)  
or call us: 1-800-316-2796**

## Enhanced EAP Services

Features	Value to Company and Employees
<b>Employee Family Clinical Services</b>	<ul style="list-style-type: none"> <li>An in-house team of Master's level EAP professionals who are available 24/7/365 to provide individual assessments</li> <li>Outstanding customer service from a team dedicated to ongoing training and education in employee assistance matters</li> <li>Access to subject matter experts in the field of EAP service delivery</li> </ul>
<b>Counseling Options</b>	<ul style="list-style-type: none"> <li>Four sessions per year (per household) conducted by either face-to-face* counseling or video telehealth via a secure, HIPAA compliant portal</li> </ul>
<b>Exclusive Provider Network</b>	<ul style="list-style-type: none"> <li>National network of more than 10,000 licensed clinical providers</li> <li>Network continually expanding to meet customer needs</li> <li>Flexibility to meet individual client/member needs</li> </ul>

\*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
<b>Access</b>	<ul style="list-style-type: none"> <li>1-800 hotline with direct access to a Master's level EAP professional</li> <li>24/7/365 services available</li> <li>Telephone support available in more than 120 languages</li> <li>Online submission form available for EAP service requests</li> <li>EAP professionals will help members develop a plan and identify resources to meet their individual needs</li> </ul>
<b>Employee Family Legal Services</b>	<ul style="list-style-type: none"> <li>Valuable resources – legal libraries, tools and forms – available on EAP website</li> <li>A counseling session may be substituted for one legal consultation (up to 30 minutes) with an attorney</li> <li>25% discount for ongoing legal services for same issue</li> </ul>
<b>Employee Family Financial Services</b>	<ul style="list-style-type: none"> <li>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</li> <li>A counseling session may be substituted for one financial consultation (up to 30 minutes) with an attorney</li> <li>25% discount for ongoing financial services for same issue</li> </ul>
<b>Employee Family Work/Life Services</b>	<ul style="list-style-type: none"> <li>Child care resources and referrals</li> <li>Elder care resources and referrals</li> </ul>
<b>Online Services</b>	<ul style="list-style-type: none"> <li>An inclusive website with resources and links for additional assistance, including: <ul style="list-style-type: none"> <li>Current events and resources</li> <li>Family and relationships</li> <li>Emotional well-being</li> <li>Financial wellness</li> <li>Substance abuse and addiction</li> <li>Bilingual article library</li> <li>Legal assistance</li> <li>Physical well-being</li> <li>Work and career</li> </ul> </li> </ul>
<b>Employee Communication</b>	<ul style="list-style-type: none"> <li>All materials available in English and Spanish</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>Full-time employees and their immediate family members; including the employee, spouse and dependent children (unmarried and under 26) who reside with the employee</li> </ul>
<b>Coordination with Health Plan(s)</b>	<ul style="list-style-type: none"> <li>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</li> </ul>





# WEST SHORE SCHOOL DISTRICT

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## **Board of School Directors**

Heidi E. Thomas, President

Kelly J. Brent, Vice President

David R. Brinton

Brenda L. Cox

Mandy L. Davis

Brian K. Guistwhite

Christopher J. Kambic

Abigail A. Tierney

Adam M. Trone

## **Non-Members**

Ryan E. Argot, Ed.D., Secretary

Stevie Jo Boone, Treasurer

Kevin L. Hall, Esq., Solicitor

## **Administration**

Todd B. Stoltz, Ed.D., Superintendent

Mathew F. Gay, Assistant Superintendent

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

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