

4000 SERIES
SUPPORT STAFF

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POTTSTOWN SCHOOL DISTRICT

SUPPORT EMPLOYEES

4000

- 4000.1 Support employees shall include the following positions and classes of positions: printing clerk, payroll benefits coordinator, coordinator of accounts and grants, payroll recorder/clerk, transportation coordinator, technology coordinator, maintenance employees, grounds crew (including the ground crew supervisor), secretaries, custodians, housekeepers, van drivers, home and school coordinator, hall monitors, student services coordinators, receptionists, data processing employees, playground aides, stock clerk, family development specialists, recreation program coordinator, administrative assistant to the director of the Family Center, classroom assistants, library assistants, registered nurses, licensed practical nurses, and the food service staff.
- 4000.2 The Board of School Directors recognizes that to support an outstanding educational program it is necessary to employ and retain capable support employees.
- 4000.3 It is the policy of School Directors of the Pottstown School District, when employing support personnel, to select the applicant that is best qualified for the position without reference to race, creed, color, sex, or physical/mental handicap, provided such handicap does not prevent the successful fulfillment of job requirements or pose a threat to the safety and well-being of students and/or other employees.
- 4000.4 It shall be the responsibility of the Superintendent through his Designee to determine the need for support employees, actively recruit applicants, evaluate each applicant and recommend preferred candidates to the Board of School Directors. It shall be the responsibility of other members of the staff to assist the Superintendent Designee in the selection of support employees.
- 4000.4a Support staff vacancies will be advertised to present employees, the Pennsylvania Department of Employment Security, and local newspapers.

4000.4b Announcements of any vacancies will also be sent to local community group leaders (e.g., Community Coordinating Committee, N.A.A.C.P., A.C.L.A.M.O.)

4000.5 Support employees shall serve a probationary period (see Policy 4100). In addition, support employees shall meet all requirements established by the School Laws of the Commonwealth of Pennsylvania, including a physical examination.

4000.5a The Superintendent, in cooperation with other members of the administrative and supervisory staff, shall periodically evaluate services rendered by each support employee.

Legal Reference
Section 504

Adopted: August 13, 1973
Revised: September 12, 1979
Revised: October 10, 1990
Revised: May 10, 1995

POTTSTOWN SCHOOL DISTRICT

PROBATIONARY PERIOD

4100

- 4100.1 All full-time support employees shall be employed on a temporary basis for a probationary period up to sixty days.
- 4100.2 During this probationary period, employees will be paid at an hourly rate comparable to the beginning salary for the particular classification and grade employed.
- 4100.3 During the probationary period, all support employees shall not be entitled to the following benefits:
- 4100.3a Group insurance coverages (Employees may purchase group health insurance at his/her expense during the probation period.)
 - 4100.3b Sick leave
 - 4100.3c Paid vacations
 - 4100.3d Holidays
 - 4100.3e Bereavement leave
 - 4100.3f Conditional leave
- 4100.4 If the employee's service rendered during this probationary period is satisfactory, this period shall count toward time employed for summer vacations, future sick leave benefits, and eligibility for future salary increases.
- 4100.5 All full-time employees who work five hours per day or more, or at least twenty-five hours per week, shall become members of Retirement System upon employment.

Adopted: August 13, 1973
Revised: October 10, 1990
Revised: May 10, 1995

POTTSTOWN SCHOOL DISTRICT

SALARY AND FRINGE BENEFIT GUIDES FOR SUPPORT EMPLOYEES

4200

- 4200.1 Salary adjustments are to be approved by the Superintendent and the Board of School Directors.
- 4200.1a All increases shall be based on a combination of a specified percentage (across the board) and a designated percentage for quality performance.
- 4200.2 Support employees shall advance on salary schedule, when eligible, from present salary.
- 4200.2a Special consideration shall be given to employees promoted to another classification.
- 4200.3 Employees who are at maximum on the Salary Guide will be entitled to receive a merit increment. However, the merit increment will not become a permanent part of the employee's base salary for determining future salary increments.
- 4200.4 A listing of fringe benefits can be found in the appropriate support employee guidelines provided to the employees annually or in the case of a multi-year agreement, one at the beginning of the agreement.

Adopted: August 13, 1973
Revised: May 10, 1995

POTTSTOWN SCHOOL DISTRICT

BEREAVEMENT LEAVE

4220

- 4220.1 Whenever a support staff shall be absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence not in excess of five days.
- 4220.2 Members of the immediate family shall be defined¹ as father, mother, sister, brother, son, daughter, husband, wife, parent-in-law, or near relative who resides in the same household, or any person with whom the employee has made his home.
- 4220.3 Whenever an employee is absent because of the death of a near relative, there shall be no deduction in the salary of said employee for absence on the day of the funeral.
- 4220.4 A near relative shall be defined as first cousin, grandfather, grandmother, grandson, granddaughter, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, sister-in-law.

¹PA School Code Sec. 1154 (b) (c)

Adopted: August 13, 1973
Revised: December 13, 1989
Revised: May 10, 1995

POTTSTOWN SCHOOL DISTRICT

CONDITIONAL LEAVE OF ABSENCE

4225

- 4225.1 It is the intent of the Board of School Directors to provide for the absence of full-time employees without loss of compensation under the specific conditions established in this policy.
- 4225.2 Conditional leave of absence shall not be construed as the replacement of or an addition to any other policy or administrative regulation relating to the absence of school employees.
- 4225.3 Requests for conditional leave of absence shall be submitted on the proper form to the superintendent, or an approved designee, at least one week prior to the date of absence, unless emergencies shall prevent the employee from submitting the request in advance of the day of absence.
- 4225.4 Only those items stated in this policy shall be approved as reasons for conditional leave of absence.
- 4225.5 Conditional leave of absence may be granted full-time employees for the following reasons:
- 4225.5a Disaster to home or personal property.
 - 4225.5b Serious accident or illness to a member of the immediate family.
 - 4225.5c Birth of employee's son/daughter.
 - 4225.5d Graduation of a member of the immediate family from a post-high school educational institution.
 - 4225.5e Marriage of a member of the immediate family. (Restricted to one day.)
 - 4225.5f Taking son or daughter to a college or university.
 - 4225.5g Funeral of a close friend.
 - 4225.5h Appearance as a plaintiff, defendant or witness in a legal case not school connected.

4225.5i Other legitimate requests for conditional leave of absence may be approved by the superintendent of schools.

4225.6 Support employees shall be eligible for the following days of conditional leave.

4225.6a Two (2) days beginning with the first through the ninth consecutive years of service with the school district.

4225.6b Three (3) days beginning with the tenth year through the nineteenth year of consecutive service with the school district.

4225.6c Four (4) days beginning with the twentieth year of consecutive service with the school district.

Adopted: August 13, 1973
Revised: November 13, 1985
Revised: May 10, 1995

POTTSTOWN SCHOOL DISTRICT

FAMILY AND MEDICAL LEAVE - This policy applies only to leave taken pursuant to the Family and Medical Leave Act of 1993 (herein "the Act").

4250

- 4250.1 Eligibility for leave taken pursuant to the Act shall be determined by the language of the Act itself; this section of the Agreement supplements and clarifies, but does not supersede, the mandates of the Act.
- 4250.2 Consistent with the Act, employees are entitled to twelve (12) work weeks of unpaid leave for every twelve (12) consecutive calendar months for the following:
- 4250.2a Care for a newborn child of an employee;
 - 4250.2b Placement of an adoption or foster child with employee;
 - 4250.2c Caring for an ill spouse, child, or parent of employee who has a serious health condition;
 - 4250.2d Employee unable to work due to a serious health condition of his/her own;
- 4250.3 In the case of leave taken for birth or adoption, such leave may only be taken within the first twelve (12) months following the date of birth or placement/adoption.
- 4250.4 The types of leave described in the preceding paragraph are not cumulative; an employee receives an aggregate of twelve (12) weeks per calendar year pursuant to the Act (ex. - employee does not receive twelve (12) weeks for newborn child and twelve (12) weeks for a serious health condition both within the same twelve (12) month period).
- 4250.5 In those instances where spouses both work for the district, the two of them receive only one twelve (12) week leave period per year for purposes of childbirth, adoption, or care of a seriously ill parent/spouse/child; each is entitled to a separate twelve (12) week leave as such might relate to his or her own serious health condition.
- 4250.6 When leave relates to the birth of a child or the placement or adoption of a child, it shall be taken all at one time, and not intermittently.

FAMILY AND MEDICAL LEAVE - This policy applies only to leave taken pursuant to the Family and Medical Leave Act of 1993 (herein "the Act"). (Continued)

4250

4250.7 Intermittent use of leave under the Act is permissible when related to a serious health condition, subject to the following:

4250.7a When the need for intermittent use of the leave is foreseeable (ex. - scheduled periodic medical treatments), and would comprise more than twenty (20) percent of the pupil days in that school term, the employee shall schedule the leave with the district in advance for fixed, predetermined intervals so that the district can arrange for the use of substitutes with minimal disruption, AND/OR at the election of the district, the employee may be transferred for the duration of that school term to an alternative position which provides the same pay and benefits and which better accommodates recurring periods of leave so as to cause minimal job disruption.

4250.7b In addition to the above, if an employee seeks leave prior to the last five (5) weeks of the term, the leave is for at least three (3) weeks duration, and would be scheduled to bring the employee back to work during the last three (3) weeks of the school term, the district may, at its option, compel the leave to be extended to the end of the school term; similarly, the district may compel the leave to extend to the end of the term if it starts during the last five (5) weeks of the term, is at least two (2) weeks in duration, and would bring the employee back to work during the last two (2) weeks, or if it is taken during the last three (3) weeks of the school term and is at least five (5) days in duration.

4250.8 Employee shall provide the district with at least thirty (30) days notice of an intention to take a leave pursuant to the Act.

4250.8a When the nature of a serious health condition or pregnancy or placement of a child makes it impossible to provide such notice, the employee shall provide notice as immediately as is practicable.

FAMILY AND MEDICAL LEAVE - This policy applies only to leave taken pursuant to the Family and Medical Leave Act of 1993 (herein "the Act"). (Continued)

4250

- 4250.9 In the case of any leave that relates to a serious health condition, the employee shall obtain from his or her health care provider, and turn over to the district, a certification in the form attached hereto, of the serious health condition which includes:
- 4250.9a The date on which such condition commenced;
 - 4250.9b The probable duration of the condition;
 - 4250.9c A brief description of the medical facts upon which the diagnosis of the condition is made;
 - 4250.9d As applicable, that the employee cannot perform his or her tasks, or that the employee is needed to care for his or her child/spouse/parent;
 - 4250.9e When the leave is intermittent, the expected dates of the planned medical treatment and a statement that intermittent use of the leave is medically necessary;
 - 4250.9f When intermittent and related to the care of the employee's child/spouse/parent, an additional statement that the employee's leave will assist in the recovery of that person.
- 4250.10 The district may, in its sole discretion, and at its expense, order the employee to obtain a second opinion from a physician of the district's choosing, concerning any affirmation provided by the health care provider who issued the certificate; in the event that the second opinion differs from that which is stated in the original certification, the district and employee shall jointly agree upon a third health care provider to provide an opinion, at the expense of the district, and the opinion of that third health care provider shall be binding upon both parties.
- 4250.11 The district may request that the employee obtain recertifications from his or health care provider, on a reasonable basis.
- 4250.12 In the event that an employee does not make a timely return following the conclusion of leave pursuant to this Act, then, unless the failure to return is for reasons beyond the control of the employee, district may recover from the employee all premiums which were paid on the employee's behalf for health care coverage during the entire period of the preceding unpaid leave.

FAMILY AND MEDICAL LEAVE - This policy applies only to leave taken pursuant to the Family and Medical Leave Act of 1993 (herein "the Act"). (Continued)

4250

4250.13 During the period of leave under the Act, the employee is not entitled to any accrual of seniority or employment benefits for the period of leave, and the employee retains only such rights, benefits and position of employment as would be held in the event that leave was not taken.

4250.14 The district may from time to time and as it best sees fit contact any employee during a period of leave under this Act to determine the employee's status and intention to return to work.

Adopted: March 9, 1994

Reviewed: May 10, 1995

POLICIES\4250

POTTSTOWN SCHOOL DISTRICT

PHYSICAL EXAMINATION

4300

- 4300.1 Physical examinations and tuberculosis tests of new employees are required by law and the Board.
- 4300.1a It should be noted that such examinations are designed not only for the protection of the employees but also for the protection of all personnel and pupils with whom he might associate.
- 4300.2 Each new employee shall have said physical examination and tuberculosis test made by his own family doctor or school physician with the results recorded on the proper form and signed by the examining physician.

Reference

School Laws of Pennsylvania
Section 1418

Adopted: August 13, 1973
Revised: May 10, 1995

POTTSTOWN SCHOOL DISTRICT

REPORT OF ABSENCE - WAGE CONTINUATION

4500

- 4500.1 All support employees shall follow established procedures for reporting absence from duty.
- 4500.2 Employees unable to report for duty shall notify their immediate supervisor at least one hour before the beginning of the regular hours of duty and preferably eight hours before the shift begins, 3-11 employees may contact their supervisors the morning or the evening before.
- 4500.3 If an employee is quarantined because of illness in the immediate household, days of absence shall be considered as days of absence due to personal illness.
- 4500.4 Employees absent five (5) or more days require a doctors release to return to work.

Adopted: August 13, 1973
Revised: October 18, 1989
Revised: May 10, 1995

POLICIES\4500

POTTSTOWN SCHOOL DISTRICT

REPORTING INJURIES-WORKERS' COMPENSATION

4501

- 4501.1 All support staff are covered by Workers' Compensation. All accidents, no matter how minor, must be reported to your immediate supervisor.
- 4501.1a A detailed accident report must be completed by the employee and given to the supervisor within 24 hours of the accident.
- 4501.1b Employees not following these guidelines may jeopardize their Workers' Compensation claim.
- 4501.2 Employees who are disabled while performing assigned duties for the School District shall have one of the following options:
- 4501.1a Receive full salary from the School District for all accumulated sick leave days until all accumulated sick leave is exhausted, as well as receive Workers' Compensation payments.
- 4501.1b Receive only those monies to which the employee is entitled under Workers' Compensation with no loss of accumulated sick leave, except for any sick leave days which the employee has utilized prior to the payment of the Workers' Compensation benefits.
- 4501.2c Receive from the School District the salary difference between the affected employee's daily rate of pay (annual salary divided by number of days in the work year) and the per diem rate received from Workers' Compensation until all accumulated sick leave days have been exhausted.
- 4501.2d It should be understood that sick leave usage will be calculated on a pro rata basis with the employee being charged with the same percentage of sick day(s) as salary paid by the School District, i.e., an employee receiving 60% of the daily rate from Workers' Compensation and 40% from the School District will be charged with 4/10 of a day against accumulated sick leave (remaining days to be rounded to the nearest tenth of a day.

4501.3 In accordance with Pennsylvania's Workers' Compensation Act, the Board of School Directors will appoint a panel of medical providers to be used by school district employees for Workers' Compensation claims.

4501.3a In order to ensure that Workers' Compensation medical treatment will be paid by the Pottstown School District, an employee must select from one of the licensed physicians or practitioners of the healing arts listed on this panel which is posted in areas where employees congregate and the Payroll Benefits office.

Legal Reference: Workers' Compensation Act - 77 PA. C.S.A. Sec. 1, et. seq.

Adopted: May 10, 1995

POTTSTOWN SCHOOL DISTRICT

SUPPORT STAFF JOB EVALUATION CRITERIA - PERFORMANCE RATING 4600

- 4600.1 The superintendent or his designee shall develop a program of evaluating support employees. The program shall be devised in such a manner that support employees can be classified for duty and for salary purposes.
- 4600.2 The criteria for job evaluation shall be contained in the Support Employees Performance Rating Manual and a written copy of the manual shall be given to each employee.
- 4600.3 In conjunction with the Job Evaluation Criteria, the superintendent or his designee shall institute a program for performance rating. The performance rating shall include these elements:
- | | |
|---------------------------|----------------|
| Quality of Work | Attitude |
| Quantity of Work | Attendance |
| Knowledge | Judgment |
| Adaptability | Overall Rating |
| Work Habits | Dependability |
| Relationships with People | |
- 4600.4 All aides shall be evaluated on a separate job evaluation form appropriate to the instructional aides.
- 4600.5 A performance rating shall be filed for each support employee on an annual basis.
- 4600.6 All part-time staff shall be rated annually as satisfactory or unsatisfactory.
- 4600.7 Registered nurses should be evaluated annually utilizing the appropriate nursing evaluating form.

Adopted: August 13, 1973
Revised: May 10, 1995