

SPECIALIST ACT 93 AGREEMENT



BETWEEN THE MANHEIM TOWNSHIP SCHOOL DISTRICT SCHOOL
BOARD AND THE MANHEIM TOWNSHIP SPECIALIST
July 2015



MANHEIM TOWNSHIP SCHOOL DISTRICT COMPENSATION BENEFITS FOR SPECIALIST

The purpose of this document is to confirm the agreement between the Manheim Township School District Board of School Directors and the specialist staff of the school district, and to enumerate and state the benefits available to the specialist staff. This agreement shall be effective upon the approval of the Board and shall terminate June 30, 2020 unless otherwise extended by Board action.

Identification of Specialist

For the purpose of this document the term specialist includes individuals who are salaried exempt status with key defined positions. Criteria could include decision-making, supervision and other high focused technical required skills specified in the position management guide. A defined list of current positions attached for reference.

Salary Compensation

Salaries for specialist shall be determined by the application of a pay for performance plan that incorporates job descriptions for each position with commensurate salary ranges, and an annual survey of the local marketplace with recommendations for both salary range adjustments if necessary and annual salary increases. A representative from the company chosen by the Board to provide this service will be available at least annually to meet with the specialist group if requested.

District Specialist Agreement

The District shall provide to specialist all of the benefits specified between the Manheim Township School District Board of School Directors and the Manheim Township Education Association as those benefits would apply to teaching staff unless superseded by specific language in this Agreement.

Annual Vacation Leave

All specialists will receive 15 days of vacation leave per year beginning with the first year of employment. After the twentieth year of service in education (PSERS eligible service or like service in another state), and/or supervisory or like experience within their field, they will be entitled to 20 days of vacation leave per year. No more than 15 days of unused leave may be carried over from one year to the next. If a specialist leaves the employment of the District or leaves the specialist classification during the school year, the specialist would receive a prorata reduction in their vacation allocation for that year, as the allocation at the beginning of the year assumes a full year of service.

Paid Holidays

All specialist are entitled to the following 11 holidays in addition to the annual vacation leave as defined by board policy: New Year's Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, Two (2) additional days between Christmas and New Year's Day

Sick Leave

All specialists will receive one sick day per month worked, to a maximum of 12 annually. Any unused days will be cumulative without limit.

Personal Leave

Eligible for three (3) personal days to be used during non-student days, personal days will not carry over.

Medical, Dental, Vision Insurance/Unreimbursed Medical

The cost of the premiums for medical and dental insurance for both the specialist and the specialist's dependents shall be a rate outlined by the school district. (For specific coverage details see the Plan Document booklet.)

Reserve Discretionary Fund

This fund will provide \$1000 per specialist per calendar year, which may be used for excess dental care costs, orthodontic (for specialist and covered dependents), health club memberships (for specialist and covered dependents) and the reimbursement for purchases of technology products in the scope of their positions..

Life Insurance

Life insurance coverage in the amount of \$50,000 shall be provided for all specialists. The District may also provide an additional life insurance policy through PSBA, in the amount of \$100,000, covering a specialist when they are traveling on school business. This shall be decided annually, based on the relative cost of the plan.

Long-term Disability Insurance

Long-term Disability (LTD) insurance plan currently provides 70% of your regular wage paid after your sick days are exhausted. This benefit is paid by the District and may be altered from time to time.

Tuition Reimbursement

Specialist taking courses will have 100% of the cost of the tuition reimbursed, as soon as evidence of payment is presented. There will be an annual limit of six (6) credits reimbursed per year (September 1 – August 30) and each course must have the prior approval of the Superintendent or designee. The Superintendent has the discretion to approve up to a maximum of 15 credits to be reimbursed from September 1 through August 31 for courses related to an approved Doctoral, Masters, or Bachelors program.

. All courses must be completed satisfactorily (grade of B or better in graded courses, “pass” in pass/fail courses) according to the standards of the institution. The Specialist must return to work in the District for at least two (2) years after completion of the credits. The Specialist shall reimburse the District for tuition paid by the District in the event the Specialist does not stay for at least two (2) years.

Dues for Professional Organizations

Dues for professional organizations, relevant to their positions, shall be paid by the district with appropriate approval from the District administrator.

403(b) Employer Contribution Plan

The Board may from time to time, authorize a direct contribution to a specialist 403(b) account. This will be either as part of a plan or as an annual decision approved by the Board of Directors of Manheim Township School District.

Retirement Benefits

For specialists who have reached the age of 58, are retiring with at least **five (5)** years of specialist service in Manheim Township School District, are retiring at the end of a school year, and provide at least seven (7) months notice to the District, the following benefits shall be in effect:

- At retirement, Manheim Township School District will make a non-elective employer contribution to a 403(b) tax sheltered annuity established by the specialist based on the calculation of \$100 for each unused sick day (provided that payment shall not be made for more than 100 sick days) plus a payment for each unused vacation day at the specialists daily rate. Notwithstanding the foregoing, that above contribution amount shall be reduced by any amount that results in annual additions on the specialist's behalf to a 403(b) tax sheltered annuities exceeding the contributions limits under Section 415(c) of the Internal Revenue Code of 1986, as amended ("Code") or any other contribution limits under the Code or applicable Treasury Regulations. In the event that any contribution amount would exceed such limits, the excess amount shall be contributes in the following year to the extent that the excess amount does not exceed the contribution limits under Section 415(c) of the Code or any other contribution limits under the Code or applicable Treasury Regulations for such following year. All benefit payments hereunder shall be made to a 403(b) tax sheltered annuity established by the specialist and under no circumstances shall the specialist be entitled to receive any payment directly (no cash option).
- Medical/hospitalization insurance for the employee will be continued until the retiree is age 65 by contributing any costs over \$400 per month towards the retiree cost of the healthcare insurance. A spouse or dependent is eligible to remain covered, as long as they continue to be an eligible dependent. When the retired specialist reaches the limiting age of 65, their coverage is terminated and coverage for their spouse and or dependent/s terminates and they become eligible to purchase the District's insurance plans at COBRA rates subject to all guidelines relating to COBRA rights. All specialists who do not meet the requirements listed above shall be eligible to purchase through COBRA subject to all the limitations thereof.

10/11 Month Full-time Specialist Adjustment

Specialists, who are in 10 month or 11 month full time positions, shall have their benefit package modified as follows:

- Entitlement to only ten (10) paid holidays (Independence Day excluded),
- Shall be entitled to annual vacation leave as follows:
 - 10 month specialist shall be entitled to five (5) vacation days during their mid August to mid June work year. These days shall be non-cumulative.
 - 11 month specialist shall be entitled to ten (10) vacation days during their August 1 to June 30 work year. These days shall be non-cumulative.

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