

West Chester Area School District HR Employee Handbook

2024-25 School Year

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Mission Statement

The mission of the West Chester Area School District is
“to educate and inspire our students to achieve their personal best.”



Introduction

The West Chester Area School District has a proud tradition of employing a dynamic and dedicated staff to support our 17 schools, Administration Building, and Facilities and Operations site. For our newer staff, we welcome you to the greater West Chester Area School District community, and for our more seasoned staff, we are grateful for your continued service to the District and our students. Our sincere hope is that you will find personal satisfaction in the work and professional development opportunities and that the bonds of friendship within your work environment will be strong and long-lasting.

As a member of the West Chester Area School District staff, you may have questions related to various policies, procedures, and practices. Therefore, the Human Resources Department has assembled this employee handbook as a reference tool. The Handbook is fully accessible online and can also be printed for easy access.

The District reserves the right to change the policies in this handbook. In situations where this Handbook conflicts with an applicable collective bargaining agreement provision, the collective bargaining agreement shall rule.

If you have any questions regarding this document, you are advised to contact the West Chester Area School District Department of Human Resources at (484) 266-1006 in the District Office.

Organization

Mission Statement: The mission of the West Chester Area School District is *“to educate and inspire our students to achieve their personal best”*.

Beliefs: The West Chester Area School Board believes that every department of the school system exists for one purpose --- to facilitate the development of youth. The level of excellence and cooperative effort of the administrative staff, professional staff and all support personnel determines the success of the educational program. Therefore, it is our policy to seek and to hold the highest qualified personnel for all professional and support positions. In meeting this commitment, the Board established personnel policies that allow staff members to make their best contribution to the programs and services of the school system. We expect all employees to support these policies and administrative regulations and to carry out the responsibilities of their positions.

District Overview: The West Chester Area School District serves a 75-square-mile suburban, urban, and rural region in central Chester County, Pennsylvania known for its many diversified businesses and beautiful historic countryside. The district is comprised of West Chester Borough and the surrounding townships of East Goshen, West Goshen, East Bradford, West Whiteland, Westtown and Thornbury in Chester County, as well as Thornbury Township in Delaware County.

The District employs over 1,000 teachers and supports over 12,100 students in our eleven elementary schools (kindergarten through grade 5), three middle schools (grades 6 through 8), and three high schools (grades 9 through 12).

School Board of Directors: The West Chester Area School District is governed by a School Board comprised of nine directors who serve four-year terms. The directors are elected at large from the eight municipalities covered by the school district. A primary responsibility of the Board is to set district policy, which is then implemented by the administration. Another major responsibility is to approve the annual budget and set tax rates. Additional information about the School Board can be found on the [School Board Committees](#) and [Meeting Schedule](#) web pages.

Employee Designations

Professional Employees

In the Pennsylvania School Code of 1949, Section 1101, a professional employee is defined as those who are certificated as teachers, supervisors, principals, assistant principals, school counselors, school librarians, and school nurses.

Non-professional Employees

Support staff are designated as non-professional employees only for purposes of definition in School Code.

Employees will see these designations throughout this handbook. The District values all of its employees and does not consider any of its employees as unprofessional. These legal designations of employee job classes must be used when identifying certain requirements and responsibilities of public school employees.

Secondary Schools

| | |
|--|--|
| <p>West Chester East High School Principal: Dr. Sarah Graham 450 Ellis Lane, West Chester, PA 19380 Phone: 484-266-3800 ~ Fax: 484-266-3899</p> | <p>J. R. Fugett Middle School Principal: Dr. Steve Werner 500 Ellis Lane, West Chester, PA 19380 Phone: 484-266-2900 ~ Fax: 484-266-2999</p> |
| <p>B. Reed Henderson High School Principal: Dr. Jason Sherlock 400 Montgomery Ave., West Chester, PA 19380 Phone: 484-266-3300 ~ Fax: 484-266-3399</p> | <p>E. N. Peirce Middle School Principal: Dr. Joseph DiAntonio 1314 Burke Road, West Chester, PA 19380 Phone: 484-266-2500 ~ Fax: 484-266-2599</p> |
| <p>Bayard Rustin High School Principal: Dr. Michael Marano 1100 Shiloh Road, West Chester, PA 19382 Phone: 484-266-4300 ~ Fax: 484-266-4399</p> | <p>G. A. Stetson Middle School Principal: Ms. Mary Kay Puchalla 1060 Wilmington Pike, West Chester, PA 19382 Phone: 484-266-2700 ~ Fax: 484-266-2799</p> |

Elementary Schools

| | |
|--|---|
| <p>East Bradford Elementary Principal: Dr. Christopher Alston 820 Frank Road West Chester, PA 19380 Phone: 484-266-2100 ~ Fax: 484-266-2199</p> | <p>Hillsdale Elementary Principal: Ms. Paige Merten 725 West Market Street West Chester, PA 19382 Phone: 484-266-2000 ~ Fax: 484-266-2099</p> |
| <p>East Goshen Elementary Principal: Dr. TJ Seidenberg 800 North Chester Road West Chester, PA 19380 Phone: 484-266-1500 ~ Fax: 484-266-1599</p> | <p>Mary C. Howse Elementary Principal: Ms. Jackie Pavlo 641 West Boot Road West Chester, PA 19380 Phone: 484-266-1300 ~ Fax: 484-266-1399</p> |
| <p>Exton Elementary Principal: Ms. Kristin Bulgarelli 301 South Hendricks Avenue Exton, PA 19341 Phone: 484-266-1400 ~ Fax: 484-266-1499</p> | <p>Penn Wood Elementary Principal: Dr. Michael Garvin 1470 Johnny's Way West Chester, PA 19382 Phone: 484-266-1900 ~ Fax: 484-266-1999</p> |
| <p>Fern Hill Elementary Principal: Dr. Jenni Southmayd 915 Lincoln Avenue West Chester, PA 19380 Phone: 484-266-1600 ~ Fax: 484-266-1699</p> | <p>Sarah Starkweather Elementary Principal: Mr. John Meanix 1050 Wilmington Pike West Chester, PA 19382 Phone: 484-266-2200 ~ Fax: 484-266-2299</p> |
| <p>Glen Acres Elementary Principal: Ms. Donna Ryan 1150 Delancey Place West Chester, PA 19382 Phone: 484-266-1700 ~ Fax: 484-266-1799</p> | <p>Westtown-Thornbury Elementary Principal: Dr. Shawn Cruice 750 Westbourne Road West Chester, PA 19382 Phone: 484-266-1800 ~ Fax: 484-266-1899</p> |
| <p>Greystone Elementary School Principal: 1195 Aram Avenue West Chester, PA 19380 Phone: 484-266-2300 Fax: 484-266-2399</p> | |

District Map

West Chester Area School District serves a 75-square-mile suburban, urban, and rural region in central Chester County, Pennsylvania, known for its many diversified businesses and beautiful historic countryside. The district is comprised of West Chester Borough and the surrounding townships of East Goshen, West Goshen, East Bradford, West Whiteland, Westtown, and Thornbury in Chester County, as well as Thornbury Township in Delaware County. We have a diverse student body of approximately 12,000 students in eleven elementary schools (kindergarten through grade 5), three middle schools (grades 6 through 8), and three high schools (grades 9 through 12). The district also provides services to nearly 4,000 non-public school students.



Welcome Aboard!



Recruitment/Hiring

The West Chester Area School District makes every effort to attract and retain the best possible staff in the District's schools and offices. It is the responsibility of the Superintendent, with the assistance of other District administrators, to determine the personnel needs of the District and to locate suitable candidates to recommend for employment.

The immediate supervisor of a prospective employee shall have a role in his/her selection; however, the final decision and job offer shall be made by the Director of Human Resources.

Application -TalentEd Hire (Applicant Tracking) – Internal and External applicants

- ✓ Initially you need to create a new account by clicking on “Create a New Account and Apply for This Position” button.
- ✓ Answer the on-screen questions to create an account. You must complete all required fields and click the "Save and Submit" button at the end of the application.
- ✓ Once you find a job you would like to apply for simply click on the title of the job (I.e. "Maintenance Technician").
- ✓ You will review a description of the job and then click on the “Apply for This Position” button.
- ✓ When your application is successfully submitted, you will receive a *Confirmation Number*. You can use this confirmation number to reference a specific application.
- ✓ Repeat steps 3 - 5 to apply to multiple positions.

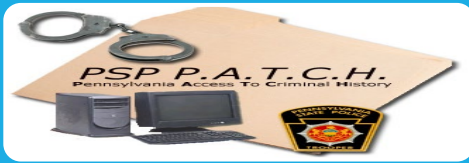
Position Vacancies

- ✓ All vacancies, with the exception of Food Services, Transportation, and Substitute Teaching/Instructional Assistants and Building Substitute positions are posted on the Human Resources web site.
- ✓ We do not accept paper applications (i.e. via email, US Postal mail, fax, or hand delivery). Employment information acquired in any manner outside of the electronic process will not be processed or accepted. No phone calls, please; you will receive automated responses regarding receipt of application(s).
- ✓ All vacancies will be posted online for a minimum of 10 days and you can complete an online application through TalentEd Hire (Applicant Tracking) accessible on our District website at <https://wcasd.tedk12.com/hire/index.aspx>
- ✓ Consideration shall be given to the qualifications of each candidate, including current employees but the decision of the Board as to the filling of such vacancies, shall be final.
- ✓ All candidates will receive email communication informing them of the disposition of the vacancy applied for.

Clearances



All four clearances listed below must be completed and submitted to Human Resources before a new employee can begin working. Only clearances dated within one (1) year of the employee's official hire date are valid for employment. Clearances need to be updated every five (5) years for current employees.



State Criminal History Check

All prospective employees must undergo a PA state criminal history background check.



Federal Criminal History Check - FBI fingerprints

All prospective employees must undergo a federal criminal history record check by having their fingerprints taken.



Child Abuse History Check

All prospective employees must undergo a child abuse history check.

Act 168 of 2014

Act 168 Form

All prospective employees must complete an Act 168 form for their current employer and any previous employer where they had direct contact with children under the age of 18.

Newly Hired Employee Required Documentation



Physical Examination Report and TB Test

All employees are required to provide the state mandated physical examination form which must be dated within one calendar year from the date of hire. The physical form is to be returned to the Human Resources Office within 30 days of the new employee's date of hire. The physical can be completed by your personal physician or at a walk-in clinic.

All employees are required to have a TB test dated within 60 days from the date of hire. The TB test is to be returned to the Human Resources office within 30 days of the new employee's start date. The TB test can be completed by your personal physician or at a walk-in clinic.

Documentation – Personnel Forms



I-9 Employment Eligibility Verification Form

The Federal government requires all U.S. employers to be responsible for the completion and retention of Form I-9 for each individual they hire for employment in the United States. In addition to the completion of the form, the new employee must provide original and unexpired documentation from the lists provided with the form.



Arrest/Conviction Report and Certification Form (Act 24 of 2011 and Act 82 of 2012)

All employees are required to provide assurances that they have not been previously arrested or convicted of Section 111(e “Reportable Offenses”) offense. (list of offenses provided with the form). Arrest/Conviction Report and Certification Form (Act 24 of 2011 and Act 82 of 2012)

Current employees are required to report any arrest to Human Resources within seventy-two (72) hours of the incident.



COBRA Proof of Notification

All employees are required to acknowledge notification of COBRA rights

Documentation – Personnel Forms



Confidentiality Statement

All employees are required to agree to not disclose any confidential information as described in the document.



Technology and Board Policy Sign off Sheets

All employees are required to read the policies and sign an acknowledgement of receipt.



Worker's Compensation Information & Sign off Sheet

All employees are required to read the information and sign an acknowledgement of their rights under the Worker's Compensation Act.



Acknowledgement of Benefits Enrollment Timeline

All employees are required to acknowledge notification of timelines for benefits enrollment.



PSERS Form

All employees are required to provide information on prior membership in PSERS.

Payroll Forms



Federal Income Tax Deduction W-4 Form

Every employee must complete a federal W-4 form in order for the Payroll Office to deduct federal income taxes from paychecks. Updates to an employee's w-4 form can be completed electronically in the Employee Access Center.



Earned Income Tax (E.I.T. Form)

Employers located in PA are required to withhold and remit the local Earned Income Tax (EIT) and Local Services Tax (LST) on behalf of all employees working in the State of PA. Rates vary based on the employee's township or city of residence. In the absence of an enacted EIT rate in an employee's resident township, the WCASD rate of 1% will be withheld.



Direct Deposit Form

All employees are required to participate in direct deposit of payroll. It is the employee's responsibility to communicate any banking changes. Please access the Direct Deposit Form on TalentEd Records or contact your WCASD Payroll Department at payroll@wcasd.net.

Teacher Induction Program (New Professional Staff: Tenured and Non-Tenured)

The West Chester Area School District offers a Teacher Induction Program for all teachers new to the school district. The induction program is designed to support our new teachers throughout their first two years in the district. The program consists of the following four primary components:



- Four and a half days in August that address a wide range of topics designed to equip new teachers with all the information they will need to successfully begin the school year, both from a management perspective and from a teaching and learning perspective.
- A series of three online modules are completed throughout the school year that further each new teacher's professional learning while allowing them to interact virtually with one another.
- Three after-school meetings afford opportunities for new teachers to further their professional learning while engaging in professional discourse with colleagues in person.
- Each new teacher is assigned an experienced, successful teacher as his or her mentor. The mentor is purposely selected as someone who is well equipped to address a wide range of each new teacher's specific learning needs. Together the new teacher and the mentor teacher will complete checklists designed to familiarize the new teacher with building resources.

Compensation and Payroll



Payroll Period



The pay period consists of two weeks running from Wednesday to Tuesday.

Paychecks will be direct deposited every other Wednesday and cover the time worked through the previous Tuesday.

Expense Reports

The WCASD [Expense Report](#) should be completed for all expenses incurred by an employee for:

- Travel or expenses incurred under an approved travel authorization to meetings, workshops, conventions, seminars, etc.
- Mileage incurred when conducting school business.
- Expenses such as meals, fees, tolls, etc. when on approved school business.
- For other expenses paid by an employee conducting school business

Mileage must be submitted to the business office **monthly**, within one week of the end of the month for reimbursement.

All Expense Report forms must include back-up paperwork such as receipts. *Sales tax cannot be reimbursed to an employee because of the district's tax-exempt status.* Each claimant must submit a separate Expense Report. If an expenditure covers 2 or more people, it should be annotated and explained.

For travel between district buildings, please complete the In-District Mileage Only tab of the WCASD Expense Report, located on the [Purchasing Overview page](#)

Expense reports must be submitted to the business office **monthly**.



403(b) Tax Shelter Annuity



The 403(b) is a tax deferred retirement plan available to employees of educational institutions and certain non-profit organizations as determined by section 501(c)(3) of the Internal Revenue Code. Contributions and investment earnings in a 403(b) grow tax deferred until withdrawal (assumed to be retirement), at which time they are taxed as ordinary income.

WCASD uses a Third Party Administrator, The Omni Group, to handle all 403b requests via their website at www.omni403b.com or call 1-877-544-6664.

Summer Reserve Program (Professional Staff)



Teachers of the West Chester Area School District can voluntarily elect to reserve a portion of their net pay for 20 pays, which is then paid out either in a lump sum in June or in four installments over the summer months.

Participation in the program must be renewed each year and is strictly voluntary. You can find more information on the Payroll webpage or go to TalentEd Records to be directed to the form.

Compensation Plans/Salary Schedules

Authority

The Board shall approve compensation plans, individual contracts, and salary schedules for administrative, professional, and support employees.

Salary schedules approved by the Board shall be in accordance with those specified in applicable collective bargaining agreements, Compensation/Benefits Guide, and/or Board resolutions.

Salary schedules shall be used to set compensation for new and inexperienced employees and for experienced employees new to the district, and salary adjustments that result from earning advanced degrees while employed by the district or required by law.

Delegation of Responsibility

Implementation of the administrative-compensation plan, individual contracts, collective bargaining agreements, Compensation/Benefits Guide, and Board resolutions regarding employee salaries shall be the responsibility of the Superintendent and Director of Human Resources. The Superintendent is authorized to credit past experience of a candidate when recommending salary.

Tuition Reimbursement

Tuition reimbursement for outside coursework is outlined through specific terms and conditions in the appropriate Bargaining Unit Agreement or “Compensation/Benefits Guide” which pertains to your employee classification in the West Chester Area School District.

All tuition reimbursement requests for college credit are submitted through MyLearningPlan/Frontline which will allow employees to:

- a) Submit preapproval requests
- b) Monitor your status throughout the process (submitted, approval, processing reimbursement, paid) and the number of credits being taken.

Tuition reimbursement requests are time sensitive. Please note the following request deadlines:



| <u>Semester</u> | <u>Start Date</u> | <u>Submission Deadline</u> |
|-----------------|-------------------------------------|----------------------------|
| Fall | Sept 1st to Dec 31 st | August 1st |
| Spring | Jan. 1st & April 30 th | December 15th |
| Summer I | May 1st to June 30 th | April 1st |
| Summer II | July 1st to August 31 st | May 15th |

For additional information on the process, please visit the [Tuition Reimbursement website](#) on the district website.

Preparation Level (Professional Staff Only)

SALARY

- As a teacher in the West Chester Area School District, you may apply to receive a Change in Preparation Level based on your completed coursework. As per clause 9.071 of the current WCAEA contract, eligibility for the change is only allowed if the teacher “informs the District in writing, prior to the preceding June 1, that the Bargaining Unit Member will attain the necessary credits by September 1 of the next school year”. Salary adjustments for level change will occur on either the first or sixth teacher pay period of a given school year if the bargaining unit member has completed all requirements.
- All requests for changes in preparation level are submitted through My Learning Plan/Frontline. A Bargaining Unit Member shall inform the district in writing, prior to the preceding June 1, that the Bargaining Unit Member will attain the necessary credits by September 1 of the next school year. All other criteria in 9.071 apply.
- A previously approved college/university listing shall be maintained by the Director of Human Resources and the Association President. The list can be found by accessing the Changes in Preparation Level Guide in the drop-down menu to the left. Credits must be on the graduate level unless written pre-approval to the contract is granted by the District Superintendent or designee and credits must be earned at an accredited college or university. If a college or university is not on the approved list you may complete the Change Level Preparation Form. The Director of HR and the WCAEA President will review and determine a school’s eligibility for column movement. Unless the status of the school changes, the decision of the Director of HR and the WCAEA President is final and binding. In the event a decision cannot be reached by both parties, the Director of HR and Association President will establish a small committee to review the application.
- You must apply for level change by accessing your MyLearningPlan account. In this environment, you will be able to submit new requests, review the request(s) you have previously submitted, as well as track the progress of your request along the way.
- Please remember if you are requesting movement for more than one column level you should submit a request for each level along the way. Level change requests do not carry over from previous years. If you requested level change in a previous school year and did not achieve the proper number of credits to move levels in that school year, your request is now inactive. We can only process level change if each individual change is requested. Therefore, please apply for all levels you anticipate you will complete.
- To facilitate requests for level changes by our teaching staff, an online “Change in Preparation Level Request Form” can be accessed at the [Preparation Level Change](#) web page.

Supplemental Contracts



Each principal/athletic director is responsible for selecting candidates to fill supplemental contracts in his/her school. To ensure that staff have an equal opportunity to be awarded a supplemental contract, the procedures for selection are as follows:

1. The principal will provide staff members with a list of supplemental contracts for his/her school by January 15th for fall sport supplemental contracts, April 1st for winter sport supplemental contracts and June 1st for spring sport and annual supplemental contracts.
2. Interested parties apply online through Talent Ed by February 15th for fall sport supplementals, May 1st for winter sport supplementals, and June 15th for spring sport and annual supplementals.
3. Principals/athletic directors will make their selections no later than 30 calendar days from the application deadline. **Appointments will be for 1 year or season only.**
4. When a vacancy in a supplemental contract occurs during the current supplemental time frame, the position will be posted on Talent Ed for 10 days and the principal will seek applicants to fill the position.
5. If possible, supplemental contracts in a specific school will be filled by staff assigned to that school. If a vacancy cannot be filled because there is lack of interest or expertise, the principal will seek to fill it with other WCAEA members. Preference will be given to WCAEA members, however the positions will be filled based on experience and interest of all applicants.
6. Supplemental contract payments will be made according to the WCAEA applicable contract.

Overtime

As part of the Agreements between the West Chester Area School District Board of Education and the West Chester Area Support Personnel Association (ESPA-PSEA-NEA), we have updated the language concerning overtime. This language will affect the following employee groups:



Support Staff Bargaining Unit (ESPA-PSEA-NEA)
Non-Bargaining Support Staff with a Non-Exempt Status (i.e. paid hourly basis)
This does not affect the Custodial Bargaining Unit

Guidelines for Administration of Overtime Pay

If an employee is required to work in excess of forty hours in any week, the employee should be paid at the rate of one and one-half (1 ½) times their normal hourly rate for all hours in excess of forty (40) hours worked in that week.

- All overtime must be approved by the Supervisor prior to work being performed.
- The system will calculate overtime in 6 minute increments.
- Supervisors **MUST** adjust Timeforce punches for any overages that were not approved as overtime prior to submission to payroll. The system will automatically accrue overtime if punches are not adjusted.

Compensatory (Comp) Time

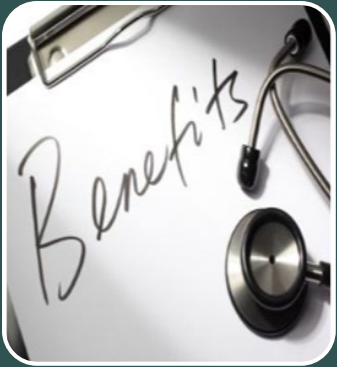


- ❖ Compensatory time may be substituted for overtime payment upon mutual agreement of the employee's immediate supervisor as to when the time will be taken.
- ❖ Compensatory Time will be allowed in lieu of overtime pay with prior mutual agreement between the immediate supervisor and the employee.
- ❖ Compensatory time can substituted for overtime pay and must be mutually agreed upon before the overtime work is performed
- ❖ Compensatory time will accrue at regular rate up to 40 hours and at the rate of time and a ½ for hours in excess of 40 (same as overtime accrual)
- ❖ Compensatory leave time bank can accrue to a maximum of 20 hours. Anytime compensatory leave in excess of 20 hours will automatically be paid out in the following pay.
- ❖ Compensatory time cannot be carried over from year to year . Any compensatory leave balances at year end will automatically be paid.

Benefits



Benefits Overview



Benefit plan coverage is available to full-time (.80 to 1.0 positions) employees. Part-time employees (.2 to .6 positions) may elect coverage and pay the cost difference between their position and a full-time position plus the cost share for their group. The effective dates of coverage will vary depending on the type of benefit and on the terms of any collective bargaining agreements that are in effect. Employees must enroll for benefits online through Benefitsolver, within 30 days after their date of hire. Employees who do not want to elect benefits must log in to Waive the coverages offered.

The Benefits Office is responsible for developing, administering, and communicating various employee benefit programs for District employees, Retirees, and their families. These benefits include medical, prescription, dental, vision, long-term disability, life insurance, worker's compensation, flexible spending accounts (medical and dependent care), retiree benefits and COBRA. Benefits personnel are committed to providing employees with thorough and timely service regarding their benefits package.

Proof of Eligibility

The term “dependent” includes the following individuals, subject to appropriate documentation

| Dependent Type | Documentation Required |
|-----------------------------|--|
| Spouse | Marriage Certificate + 1 joint document addressed to both parties and dated within 90 days. Ex: utility bill, statements from auto insurance, mortgage company or for property tax, current or previous year Federal 1040 Form 1 st bank (financial info blacked out) |
| Child | Birth Certificate |
| Adult Dependent (age 19-26) | Birth Certificate |
| Step Child | Verification of marriage between employee and spouse and birth certificate of the child showing the relationship to the spouse or , Any legal document that establishes relationship between the stepchild and the spouse or the member |
| Adoption | Court documents signed by a judge showing that the participant has adopted the child; or International adoption papers from country of adoption; or Papers from the adoption agency showing intent to adopt |
| Legal Guardian | Any legal document that establishes guardianship |

Open Enrollment



Open Enrollment

Annual open enrollment takes place in May each year. This allows employees the opportunity to enroll or make changes to medical, prescription, dental, vision and voluntary benefits (flexible spending accounts and Supplemental benefits). All changes will be effective on July 1st each year.

Proof of dependents is required. (Birth certificate, Marriage License, etc.)

Open Enrollment is done through Benefit Solver www.benefitsolver.com

Qualified Life Event

From time to time, employees experience changes in their family structure that fall under the umbrella of life events. It is the responsibility of the employee to log into Benefitsolver to report the Change due to Life Event and to initiate the necessary procedures to implement a change in coverage. West Chester Area School District is not responsible for loss of insurance if the employee does not initiate coverage changes within (30) thirty days of the qualifying event. The important factors to consider in life events are summarized below, including some important deadlines for reporting changes.

| Life Event | Timeline to Report Change | Documentation Required | Additional Documentation Required |
|--|---|--|---|
| Marriage | For each life event listed, employee must login to Benefitsolver within 29 days of the life event. | Copy of Marriage Certificate, Social Security with new name | |
| Divorce | | Copy of divorce decree | Address of Ex-Spouse in order to send COBRA information if you are removing them from your benefits |
| Newborn | | Copy of Birth Certificate and Social Security Card | |
| Adopting a Child | | Finalized Adoption forms from the Courts | |
| Dependent No Longer Eligible | | Letter/email stating the name and date you want the benefits terminated. All benefits terminate at the end of the month. | Address of the ineligible dependent in order to send COBRA information if different from your own. |
| Loss of Coverage through Spouse's Employer | | Letter or email from spouse's employer verifying the date and type of coverage loss. | |

COBRA

Continuation of Benefits



Under the Consolidated Omnibus Budget Reconciliation Act of 1985, commonly called COBRA, employees who terminate employment for any reason other than gross misconduct are eligible to continue their group health, dental and vision insurance. COBRA continuation coverage is a temporary continuation that generally lasts for 18 months due to employment termination or reduction of hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage, on a self-pay basis at 102 percent of the total coverage cost.

For additional information regarding the continuation of benefits, please visit the [COBRA](#) page of the District web site.

Workers Compensation



The West Chester School District is a member of a self-insured workers' compensation Trust. The Trust, composed of many public school entities in Pennsylvania, is known as the School Districts Insurance Consortium or the SDIC. They are responsible for administering our worker's compensations claims.

Contact within the district is: Employee Benefits Office, Phone: 484-266-1011

All workers compensation claims will be processed on behalf of the School District by:
SDIC, 1600 Pennbrook Parkway, Lansdale, PA 19446
1-800-445-6965 www.sdicwc.org

If you suffer a work-related injury, your health and well-being are our first concern. If the injury is of a serious nature and requires the assistance of an ambulance or emergency squad, they should be contacted immediately. If the injury is of a less serious nature, the following information will be helpful and these procedures must be followed.

Workers Compensation (Cont.)

1. If you suffer a work-related injury, West Chester Area School District, through SDIC, will pay for approved reasonable surgical and medical services and supplies, orthopedic appliances and prostheses, including training in their use.
2. In order to insure that your medical treatment will be paid by the West Chester Area School District, through the SDIC, you must select one of the participating health care providers listed on the attached "Posted Panel".
3. If you suffer a work-related injury, the first thing you must do is report the injury to your supervisor or school nurse. Next, call SDIC at 1-800-445-6965, ext. 2101, to report your injury. Your supervisor or school nurse will give you a packet of information and forms; please complete and return the forms to Employee Benefits or to the person from whom you received them.
4. If you do require treatment from one of the providers listed on the Posted Panel, YOU MUST CONTINUE TO TREAT WITH THAT PROVIDER FOR A PERIOD OF NINETY(90) DAYS FROM THE DATE OF YOUR FIRST VISIT OR YOUR BILLS MAY NOT BE PAID.
5. If after the ninety-day period you still need treatment, you may continue treatment with that provider or you may choose another health care provider. HOWEVER, IN ORDER FOR YOUR BILLS TO BE PAID, YOU MUST NOTIFY EMPLOYEE BENEFITS, EXT. 1011, OF YOUR DECISION TO CHANGE HEALTH CARE PROVIDERS WITHIN FIVE DAYS OF YOUR VISIT. YOUR BILLS WILL BE PROCESSED FOR PAYMENT IF YOUR HEALTH CARE PROVIDER FILES REPORTS AS REQUIRED. THESE REPORTS MUST BE FILED WITHIN TEN (10) DAYS AFTER YOUR FIRST VISIT AND AT LEAST ONCE A MONTH FOR AS LONG AS TREATMENT CONTINUES.
6. If one of the health care providers listed on the Posted Panel refers you to a specialist, the West Chester Area School District, through SDIC, will pay for these services as provided by law. You are advised not to pay a medical provider under any circumstances.

Flexible Spending Account

A Health Care FSA (HCFSA) is a pre-tax benefit account that's used to pay for eligible medical, dental, and vision care expenses that are not covered by your health care plan or elsewhere. With an HCFSA, you use pre-tax dollars to pay for qualified out-of-pocket health care expenses. Employees enrolled in the HDHP medical/rx plan who elect a medical FSA can only use FSA funds for qualified dental and or vision expenses

Dependent Care FSA (DCFSA) is a pre-tax benefit account used to pay for eligible dependent care services such as preschool, summer day camp, before or after school programs, and child or adult daycare.

Enrollment in both a health and dependent care FSA can be done at the time of hire or during open enrollment. Those employees participating in an FSA must make their annual election every year during the open enrollment period.

Forms and further information can be located on the [Flexible Spending Accounts](#) on the HR benefits webpage.



Health Savings Account



A type of savings account that allows you to set aside money on a pre-tax basis to pay for qualified medical expenses. A Health Savings Account can be used only if you have a High Deductible Health Plan (HDHP).

High-deductible plans usually have lower monthly premiums than plans with lower deductibles. By using the untaxed funds in an HSA to pay for expenses before you reach your deductible and other out-of-pocket costs like copayments, you reduce your overall health care costs.

HSA funds roll over year to year if you don't spend them. An HSA may earn interest.

Employees are eligible for a HSA if they enroll or are currently enrolled in the HDHP-HD1-HC1 medical plan. Forms and further information can be located on the [Benefit Tutorials on the HR Benefits](#) webpage.

Employee Assistance Program



The WCASD is pleased to provide our staff with an Employee Assistance Program through Health Advocate formally HMS (Human Management Services, Inc.)

- Health Advocate offers free counseling and referral services for employees and their dependents. Health Advocate counselors will listen to your concerns, help you identify the source of your problems, and work with you to find practical solutions as quickly as possible.
- Health Advocate can help with anything that interferes with your personal or work life such as Stress Management, Marital or Relationship Issues, Parenting, Depression or Anxiety, Grief and Loss, Alcohol & Other Drug Problems, Child or Elder Care, or Financial Concerns. Any major change in your life may lead to the need for outside help, and Health Advocate is there to help.
- Health Advocate is located in the Glenloch Corporate Campus (around the corner from Home Depot in Frazer).
- How do I contact Health Advocate? Toll-free Number: 877.240.6863 - Available 24/7
Email: answers@healthadvocate.com Website: www.HealthAdvocate.com/members

We encourage you to take full advantage of your Health Advocate EAP+Work/Life program should you or one of your eligible family members need to access this valuable service.

Employee Leaves



Sick Leave

Sick leave shall be governed by Section 1154 of the School Code.

Employees shall be permitted to use up to five (5) of their accrued sick days per contract year for care of an immediate family member. Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law. Included within the immediate family is any near relative who resides in the same household.

Each employee group is entitled to a specified number of sick days according to their contract/agreement. Guidelines and timelines for approved use of sick days is also dictated according to your particular contract or agreement. Salaried staff may only use sick days in half or whole day increments. Hourly staff may use sick time on an hour-by-hour basis.

Please access the information by clicking on the link below:

[District Handbooks and Contracts](#)



Sick Leave (Cont.)

The Board reserves the right to require any employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability. **A sick note may be required even after one day of absence.**

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.

The Board shall consider the application of any eligible employee for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.

When requested, the Superintendent or designee shall report to the Board the names of employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified.

MEDICAL CENTER

NAME _____ AGE _____
ADDRESS _____ DATE _____

Rx

SIGNATURE _____

LABEL
REFILL 0 1 2 3 4 5 PRN NR

Sick Leave Bank



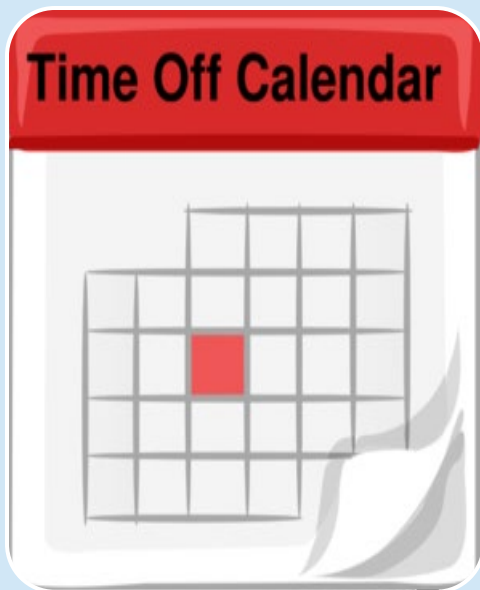
A Sick Leave Bank has been implemented in the District. You are eligible to join. The Sick Leave Bank is voluntary for all full-time and part-time employees, and only participating members may benefit from the program.

All new employees who wish to join the Sick Bank must donate one (1) day upon joining the bank and two (2) days the second year of their enrollment.

Employees who join the Sick Leave Bank become eligible for benefits from the bank one (1) year from the date they become members of the Sick Leave Bank. Renewal in the Bank is assumed, unless withdrawal in written form is given to the committee by the member.

Go to TalentEd Records to access more detailed information on the sick bank process and all necessary request forms.

Personal Days



Personal Leave Days

Personal leave with pay shall be granted to district employees in accordance with law, applicable provisions of the administrative-compensation plan, individual contract, collective bargaining agreement, Compensation/Benefits Guide, or Board resolution.

Each employee group is entitled to a specified number of personal days according to their contract/agreement. Guidelines and timelines for approved use of personal days is also dictated according to your particular contract or agreement. Please access the information by clicking on the link below:

[District Handbooks and Contracts](#)

Bereavement Days



Bereavement leave with pay shall be granted to district employees in accordance with law, applicable provisions of the administrative-compensation plan, individual contract, collective bargaining agreement, Compensation/Benefits Guide, or Board resolution.

There are 3 classification of Bereavement Days:

- 1.) Death of Immediate Family member
- 2.) Death of a Near Relative
- 3.) Death of a Very Close Friend (Professional Staff Only)

For specific details as to the qualifying factors for being eligible and the amount of time provided please refer to your specific contract or agreement. Please see the link below to access these documents: [District Handbooks and Contracts](#)

Leave Options

Military Leave

Each Bargaining Unit Member shall be granted military leave in conformity with the provision of the School laws of Pennsylvania.

Military Training

Each Bargaining Unit Member who is in a military reserve program shall be granted a leave of absence from their assigned duties without loss of pay, time, and/or benefits, for up to fifteen (15) days in any one (1) year, upon presentation of military reserve training orders.

Jury Duty or Witness in Court

Each Bargaining Unit Member who is summoned to serve as a juror or is subpoenaed as a witness shall be entitled to differential pay equal to the difference received, if any, and the Bargaining Unit Member's regular pay.

The foregoing provision is not applicable to voluntary appearances.



Vacation



- ❑ Administrative and support staff employed to work twelve (12) months or other schedules considered full-time shall be provided paid vacation.
- ❑ The Board shall provide vacation days for eligible employees, consistent with the employee's request and convenience while considering the district's management and operational needs.
- ❑ Vacation time shall be granted in accordance with applicable provisions of the administrative-compensation plan, individual contract, collective bargaining agreement, Compensation/Benefits Guide, or Board resolution.
- ❑ Vacation time normally will be scheduled at times when it does not interfere with the normal operation of the school.
- ❑ All vacation schedules are subject to final approval by the Superintendent or designee.
- ❑ Please refer to your individual contracts/agreements for details specific to your employee group.

Paid Holidays



Paid holidays for administrative and support employees regularly employed shall be determined in accordance with Board policy.

Holidays are established for eligible employees in accordance with the calendar adopted annually by the Board or an applicable administrative-compensation plan, individual contract, collective bargaining agreement, Compensation/Benefits Guide or Board resolution.

Please access the [approved board school calendar](#) that will dictate all paid holidays for the school year.

Family Medical Leave Act

The Board shall provide eligible administrative, professional, and support employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act, hereinafter referred to as FMLA.[Employee requests for FMLA leave shall be processed in accordance with law, Board policy, and administrative regulations.

Employees' eligibility for FMLA leave shall be based on the criteria established by law. Eligible employees shall follow the Family and Medical Leave Guideline(335-AG-1). Eligible employees shall be provided up to twelve (12) work weeks of unpaid leave in a twelve-month period for the employee's own serious health condition; for the birth, adoption, foster placement or first-year care of a child; to care for a seriously ill spouse, child or parent; or to address specific qualifying exigencies pertaining to a member of the Armed Forces alerted for foreign deployment or during foreign deployment.

The district shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted his/her FMLA leave in any twelve-month period. When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee may be required to utilize such paid leave during the FMLA leave.

Health benefits are maintained while covered under FMLA at the same cost as an active employee pays for the same coverage. Employees are invoiced for their health insurance contribution during this period.



If you anticipate the need for a FMLA leave of absence, please contact the district Benefits Specialist, Deborah Baker (dbaker1@wcasd.net) to schedule a meeting. Further information and the required forms and determination guidelines can be found under the Benefits on the [FMLA webpage](#).

Unpaid Leave Request



The Board recognizes that in certain situations an administrative, professional, or support employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.

The Board reserves the right to specify the conditions under which uncompensated leave may be taken. All applications for uncompensated leave require approval by the Board, upon recommendation of the Superintendent.

Uncompensated leave shall be granted in accordance with provisions of the administrative-compensation plan, individual contract, applicable collective bargaining agreement, Compensation/Benefits Guide, or Board resolution.

All unpaid leave requests must be placed in writing to the Director of Human Resources for review. The Director of Human Resources will reply in writing either approving or denying the request for unpaid leave. In addition, all requests must be entered in the AESOP attendance system.

Employees who request unpaid leave and have district health benefits will be offered COBRA continuation coverage (paying 102%) if they wish to purchase district benefits. Review [individual contracts/agreements](#) that will outline the unpaid leave criteria for each employee group.

Sabbatical Leave (Professional Staff Only)



Eligible staff employed in the district who have completed ten (10) years of satisfactory service in the public schools of the Commonwealth shall be entitled to a sabbatical leave of absence for restoration of health or a leave for professional development. At least five (5) consecutive years of service shall have been in the West Chester Area School District.

The sabbatical leave for restoration of health or leave for professional development may be for a half or full school term or for two (2) half school terms during a period of two (2) years, at the option of the applicant. Thereafter, one (1) leave of absence shall be allowed after each seven (7) years of (school) service.

Applications for sabbatical leaves for health or leave for professional development shall be given preference according to the years of service since the previous sabbatical leave of the applicant, benefits expected to accrue to the school district, least possible disruption of the school program, general welfare of the employee concerned and other regulations adopted by the Board.

The employee on sabbatical leave or leave for professional development shall receive one half of his/her regular salary during the period s/he is on leave and will be considered on leave of absence without pay for all other school activities.

Review [Board policy 338.1AG1](#) for more information and the Application for Sabbatical Leave.

New Opportunities



Transfer Process



Transfer - In consultation with the Superintendent and various administrators and supervisors involved, the Director of Human Resources shall have the authority to transfer professional and non-professional employees from one building, department, or position to another.

In making transfers, the wishes of the employee shall be considered; however, needs of the District shall be given first consideration. The District maintains Right of Assignment in all cases.

Any employee may request a transfer to a different building or position following such procedures as established by the Director of Human Resources and/or specified in contracts with negotiating units

Please visit the [Staff Transfer Requests](#) web page for additional information.

Promotions (Advancement)



All employees shall be given a fair and equal opportunity for advancement on the basis of their experience and qualifications. The final decision on advancement shall be made on the basis of what is best for the District.

All positions will be posted on TalentEd Hire and an application must be submitted to be considered for a promotion.

Performance Evaluations



Professional Staff Evaluations

The evaluation plan for professional employees and temporary professional employees shall utilize the appropriate state-approved rating form or an alternative rating tool approved by the Board and the Pennsylvania Department of Education. Professional employees are required to be evaluated at least once each year. Temporary Professional Employees shall be evaluated by an appropriate supervisor and notified of individual progress and status at least twice each year.

Professional employees and temporary professional employees shall receive an overall performance rating of one of the following:

- **Distinguished** - shall be considered satisfactory.
- **Proficient** - shall be considered satisfactory.
- **Needs improvement** - shall be considered satisfactory, except that any subsequent overall rating of "needs improvement" issued by the district within ten (10) years of the first overall rating of "needs improvement" where the employee is in the same certification shall be considered unsatisfactory.
- **Failing** - shall be considered unsatisfactory.

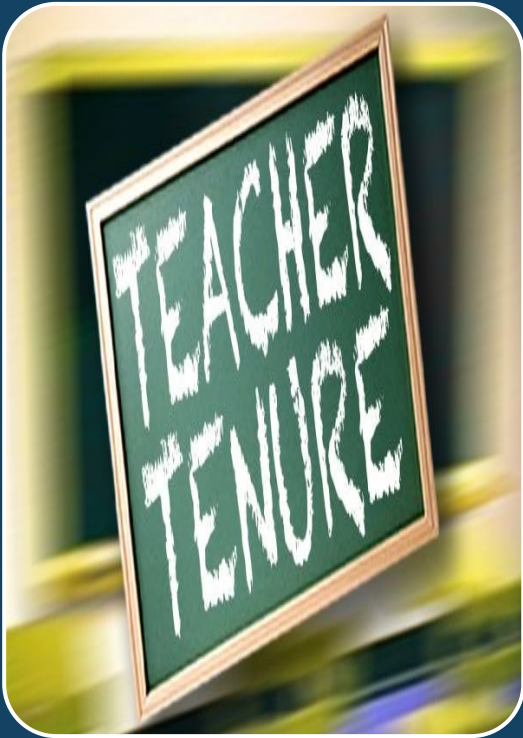
No professional employee or temporary professional employee shall be rated "needs improvement" or "failing" solely based upon student test scores. No unsatisfactory rating shall be valid unless approved by the Superintendent. A signed copy of the rating form shall be provided to the employee.

Professional employees and temporary professional employees who receive an overall performance rating of "needs improvement" or "failing" shall participate in a Performance Improvement Plan.

Professional Staff should reference the [Differentiated Supervision Plan for Professional Staff](#) for complete information about the basis of your evaluation.



Professional Staff Tenure



Each temporary professional employee shall be notified of his/her professional quality, and rating progress at least twice each year during the first three (3) years of employment.

Each temporary professional employee shall be observed in the performance of assigned duties by an appropriate supervisor at least three (3) times annually.

Except for tenure status, temporary professional employees shall have all rights and privileges of other professional employees and shall be subject to the same laws.

Once tenure is attained, such status will be recorded in the Board's records, and the employee will be notified in writing.

A tenured professional employee shall receive a continuing contract with the district. Tenured employees may not be dismissed or suspended except for reasons specified in law and through specified procedures.

Non-Professional Staff Evaluations



Performance appraisals are provided one per year for all support staff. Staff receiving an unsatisfactory rating for the year will receive no pay increase or step movement for the following year.

Employees who receive an overall performance rating of "needs improvement" or "failing" shall participate in a Performance Improvement Plan.

Professional Development



Professional Staff Certification

It is the responsibility of teachers of the West Chester Area School District to maintain their professional certification status through the Pennsylvania Department of Education (PDE).

IF A PROFESSIONAL EMPLOYEE DOES NOT CONVERT THEIR CERTIFICATION FROM LEVEL 1 TO LEVEL 2 WITHIN THE REQUIRED TIME, THEY WILL BE SUSPENDED WITHOUT PAY UNTIL THE PROPER CERTIFICATION HAS BEEN OBTAINED.

In December 2011, Pennsylvania Department of Education (PDE) opened the [Teacher Information Management System \(TIMS\)](#).

Teachers can monitor the status of currently held certificates or submit an application for certification online, and monitor the progress of the application through his/her dashboard. It will provide the ability to submit:

- 1.) An application for a credential including Level II certification, Add-On certifications and Letter of Equivalency for Master's Degree
- 2.) Education information and send to educational institution (college/university) for verification online
- 2.) Work experience information and send to educational institution (LEA) online
- 3.) Payment of fee online through credit card
- 4.) Communications between the PDE and the applicant through the system
- 5.) Changes or updates to educator information (name changes, addresses, email addresses, etc.)



Once approved, TIMS will generate the credentials electronically for printing or download by the applicant.

Additional Licensure

Certain professional employees (nurses, social workers, psychologists, athletic trainers, etc.) are required to hold additional certifications/licensure.



It is the responsibility of these professional employees to maintain their additional requirements. Failure to do so will result in unpaid suspension until the certification/licensure has been restored.

Professional Staff Act 48

My Learning Plan

Professional Development
Management System



Beginning July 1, 2000, Act 48 of 1999 - Continuing Professional Education requires persons holding Pennsylvania professional educator certification to complete continuing education requirements every five years in order to maintain their certificates as active.

Educators must maintain their certificates as active by earning six collegiate credits or six PDE-approved in-service credits or 180 continuing education hours or any combination of the above every five calendar years. NOTE: Each collegiate credit is equal to 30 continuing education hours. All credits and hours must be related to an educator's certificate type or area of assignment, unless enrolled in an administrative program or approved by the school board.

West Chester Area School District provides many opportunities for professional staff to earn Act 48 hours. All professional development is scheduled, and hours are reported to PDE through My Learning Plan/Frontline. To ensure you receive full participation credit, please remember the following:

- 1.) Make sure to register for the training through My Learning Plan/Frontline
- 2.) Sign in and out as directed at the workshop
- 3.) Complete the online course evaluation through My Learning Plan/Frontline during the designated timeframe

Administrators – PIL Program



The [Pennsylvania Inspired Leadership \(PIL\) Program](#) is a statewide, standards-based continuing professional education program for school and system leaders. The comprehensive, cohort-based program is focused on developing the capacity of leaders to improve student achievement.

Administrators are responsible for maintaining their status in compliance with Act 45.

Instructional Assistants

For Special Education Instructional Assistants, the Chapter 14 Regulations mandate that 20 hours of professional development related to the employee's assignment is completed annually. Compliance to this requirement is the responsibility of the employee. However, participation in all District provided workshops will provide the necessary training hours each year.

My Learning Plan

Professional Development
Management System



In an effort to track these hours, Instructional Assistants are required to register for all district provided professional development workshops (including CPR/First Aid and CPI training) through Frontline. To ensure you receive full participation credit, please remember the following:

- 1.) Make sure to register for the training through [Frontline](#)
- 2.) Sign in and out as directed at the workshop
- 3.) Complete the online course evaluation through Frontline during the designated timeframe

Participation in outside training opportunities may be eligible for inclusion toward the annual training requirement. If you participate in trainings outside the district, please submit a certificate of completion that indicates the hours awarded and a brief description of the training. Eligible workshops will be added to your Frontline record.

Technology



Personal Technology



The district will monitor the use of all personal technology and, if connected to the network, monitor and log network utilization which may include deep packet inspection. The district reserves the right, in its sole discretion, to inspect, copy, store, remove, or otherwise alter any data, file, or system resources, encrypted or unencrypted, which may undermine authorized use of the network or the Internet. In addition, the use of personal technology shall not violate local, state, or federal law, district policies including policies regarding Internet safety and acceptable use or discipline.

Devices With Cellular or Satellite Connectivity

- Use of devices with cellular or satellite connectivity shall follow all district policies and shall not be used in a manner that causes a disruption of school activities. Incidental use for personal communications is permitted; however, such personal use may not violate any district policies and procedures or interfere with job duties and performance.
- Personal technology that has the capability to take photographs or to record audio or video shall not be used for such purposes while on district property or while an employee is engaged in district-sponsored activities, unless expressly authorized in advance by the building principal or his/her designee.

Personal Technology (Cont.)

Devices Without Cellular or Satellite Connectivity Such as Laptop, Tablet, and Handheld Computers - Personal technology without cellular or satellite connectivity, such as laptop, tablet, and handheld computers brought to school shall be restricted to classroom or instructional-related activities. Personal technology can be connected to the district's network, including access to the Internet, under the following conditions:

1. The employee must follow the process defined by the Department of Technology for connecting personal technology to the district network and will not transfer or load the technology for use by another employee or student.
2. The district retains the right to determine where and when personal technology may access the network. The district has preferred access to the network and all network devices.
3. As applicable, all personal technology should be running up-to-date virus detection software and operating system critical updates prior to accessing the network.
4. Any software or application that degrades network performance, that consumes resources and/or bandwidth, or that is prohibited by district technology guidelines must not be used while connected to the network. This may include instant messaging, ISP clients, file sharing, streaming applications, and any software identified as a threat to district computer security.
5. Installation of a network device such as a personal wireless access point, router, hub or switch is prohibited.
6. Users may not create, implement or host their own servers or services while using personal technology at any time.
7. Users may not run software or take any actions that evade or interfere with the district's ability to monitor network use, scanning or reconnaissance or have the ability to hack into or in any way access private and/or confidential district or other third party resources or information.
8. File storage on the network or district-provided Internet resource is limited to schoolwork only.
9. The district is not responsible for providing or loaning any equipment, cabling, or software needed to connect to the network or technology resources. The district will not provide technical support for personal technology.
10. The Director of Technology, Superintendent, or his/her designee has the right to deny the connection of personal technology to the network. Personal technology may be removed from the district network at any time or for any reason on the recommendation of personnel listed above.

Personal Technology (Cont.)

Delegation of Responsibility



- The district shall not be liable for the loss, damage, or misuse of any personal technology brought to school by an employee or to the inadvertent loss of data or interference with files for any reason.
- The user of personal technology shall, at the discretion of the district, bear the costs of ensuring compliance with this policy.
- Responsibility for the maintenance and repair of personal technology rests solely with the employee, except where specified in writing by the Office of Technology.
- Violations of this policy by an employee may result in disciplinary action and confiscation and analysis of personal technology by school administration or his/her designee and/or transfer of personal technology to law enforcement agencies.
- The Office of Technology will promulgate procedures regarding the implementation of this policy. The district and school administration will support the expectations and responsibilities outlined in this policy and will work cooperatively with the Office of Technology to ensure network and data security.

Employee Electronic Communication With Students



All electronic communications conducted by an employee with a student shall relate directly to educational or extracurricular programs or activities of the district.

Authorized methods of electronic communication are the following:

- ✓ District-provided email.
- ✓ Telephones (not including texting, unless otherwise permitted by this policy or administrative regulations).



Other electronic communication methods that are authorized by the administration in support of educational or extracurricular programs or activities, including but not limited to social networking web sites such as Facebook and Instagram.

Unacceptable forms of communications are set forth in the administrative regulations of this policy.

Calling or texting to student personal cell phones shall only occur in emergency or time sensitive circumstances.

Employee Electronic Communication With Students (Continued)

Usage - All electronic communications occurring at any time by employees to students shall be professional. Employees shall be prohibited from using any authorized electronic communication methods with students for purposes not related to educational or extracurricular programs or activities of the district except as specifically authorized by school administration or in the event that an employee and a student are immediate family members or close relatives.

The Board recognizes that text messaging may be a form of electronic communication that is valuable when emergency or time sensitive contact with students by employees is necessary. Such contexts include but are not limited to the following:

1. Employee coaches who need the ability to quickly reach student athletes, team members, etc.
2. Employee advisors of extracurricular programs or activities who need the ability to quickly reach student participants.
3. Employees chaperoning district field trips who need the ability to monitor the locations of students.

Employees shall only use text messaging to communicate with students in emergency or time sensitive situations. It shall not be utilized as a regular method of communication with students.

Employees who anticipate the need for emergency or time sensitive contact with students by text message shall make parents/guardians aware at the beginning of the school year/athletic season that they may use texting to communicate with students. Employees may utilize an Internet resource called "Remind", or other similar resource, where messages are uploaded by the employee to the site; that message is then texted out to students so that there is no direct texting between employees and students, and there is no access to employee or student phone numbers, provided also the usage otherwise complies with the requirements of this policy, and parents/guardians are notified at the beginning of the school year that the Internet resource may be utilized. Finally, there is no cost to the district.

Employee Electronic Communication With Students (Continued)

Reporting

- Employees shall report to the building principal or his/her designee any student-initiated electronic communication that may be construed as improper and/or inappropriate. Such reports shall be made immediately or at the employee's first available opportunity.
- Records of any reported improper and/or inappropriate electronic communications shall be maintained by the building principal in accordance with the district's records retention schedule.
- Any suspected violation of this policy shall be investigated by the employee's building principal or his/her designee.
- The building principal or his/her designee shall meet with the employee to review his/her response to the allegation.

Violations

Employees shall be required to comply with Board policy regarding electronic communications with students. Any failure to do so may constitute cause for disciplinary action, up to and including termination from employment. Should an employee's failure to comply also violate state or federal law, the Superintendent or his/her designee shall report such violation to the proper authorities.

Social Media

The same laws, professional expectations, and communication standards exist in social media as in face-to-face communication. Since online communication lacks visual cues, and is often one-directional, the lines between an employee's work life and his/her personal life can become blurred. Employees should be cognizant of the three Rs of social media engagement: Representation, Responsibility, and Respect.

Representation - Since readers of social media postings may associate employees with the district, employees should be mindful of what they post and how it might impact the district and its educational mission. School staff shall follow all Board policies related to communication with students.

Responsibility - Employees should check to ensure that their postings are accurate and they are not violating any copyright or intellectual property rights. District and school logos, mascots, and symbols shall not be used except with the written permission of the District. Remember that individuals are legally liable for their postings on all social media sites and may be prosecuted for comments or photos deemed to be proprietary, copyrighted, defamatory, libelous, or obscene.

Respect - Employees shall read and comply with the social media Terms of Service. Security warnings should be heeded and suspicious actions should be avoided unless you know they are safe. Postings should be truthful, respectful, and in a voice that reflects positively on the individual and the district. Individuals should be sure about what they post and follow the rule of thumb, *"If it gives you pause, pause"* then craft a better posting.

Acceptable Use Policy (AUP)



Digital technology has radically changed the way the world communicates and accesses information. The Internet and mobile telecommunications represent powerful educational and productivity resources unlike anything that has preceded them.

The district provides staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For all users, the district-provided computers, Internet and other network resources must be used for district business or academic purposes.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Review the policy: [Board Policy 352](#) on the District Website.

Laptop Policy

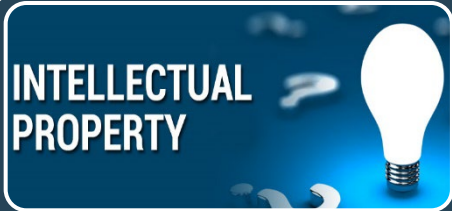


Laptop Issuance - The user is responsible for the return of all equipment and accessories in good working order. Staff will receive guidelines related to laptop care and/or other documentation from the Office of Technology at the time the equipment is received and will be available on the district website.

Damage to Laptop - If the issued laptop is damaged or is not working properly, the issue must be reported immediately to the building technology specialist for diagnosis. The cost of repairs required due to misuse, accident, modification, unsuitable physical or operating environment or improper maintenance will be the responsibility of the user.

Lost/Stolen Laptop - If a laptop is lost, it should be immediately reported to the building administrator. The administrator will contact the central office technology department. The user is liable for the full replacement cost. The employee must contact the police and the subsequent police report will be submitted to the central office technology department.

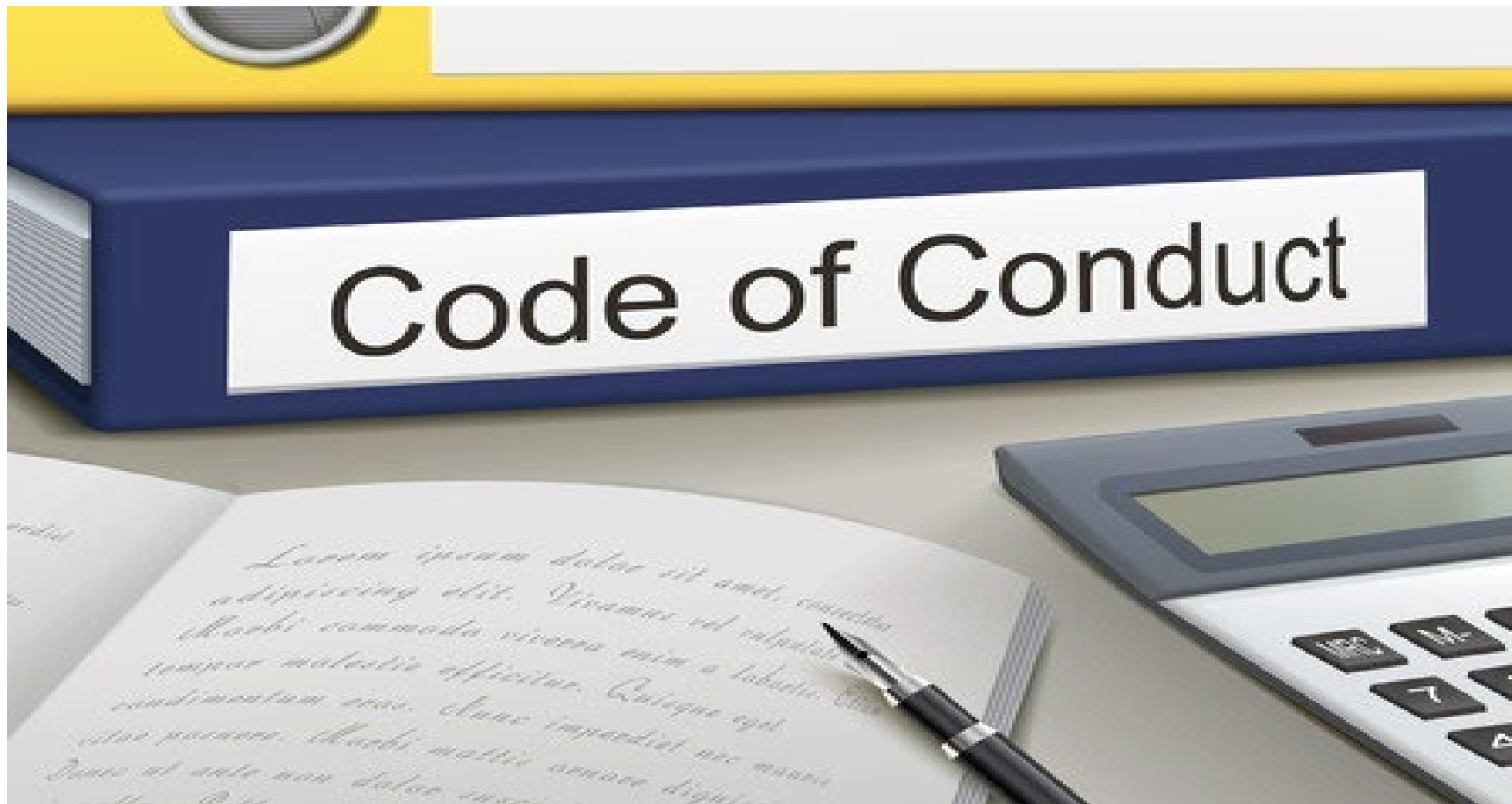
Intellectual Property



Intellectual property shall be deemed to be written, created or developed by a person in the employ of the district, if the information is obtained or undertaken through the use of district resources or facilities, supported directly or indirectly by funds administered by the district, developed within the scope of employment by the employee, developed by the employee during work hours, and/or agreed in writing to be specifically commissioned work by the district.

Review the policy: [Board Policy 319.1](#)

Employee Acceptable Behavior/Discipline



Employee Conduct



All administrative, professional, and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.

The Board requires employees to maintain professional, moral, and ethical relationships with students at all times.

The Board directs that all district employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.

When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law. Non-certificated administrative and support employees shall be entitled to a Local Agency Law hearing, at the employee's request.

Employee Conduct (cont.)

All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions, and carry out directives issued by supervisors.

When engaged in assigned duties, district employees shall not participate in activities that include but are not limited to the following:

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Nonprofessional relationships with students.
3. Causing intentional damage to district property, facilities or equipment. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
4. Use, possession, distribution, or sale of alcohol, drugs, or other illegal substances.
5. Use of profane or abusive language.
6. Breach of confidential information.
7. Failure to comply with directives of district officials, security officers, or law enforcement officers.
8. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
9. Violation of Board policies, administrative regulations, rules or procedures.
10. Violation of federal, state, or applicable municipal laws or regulations.
11. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative, or disciplinary functions of the district, or any activity sponsored or approved by the Board.



The Superintendent or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal, and/or pursuit of civil and criminal sanctions.

Steps for Progressive Discipline



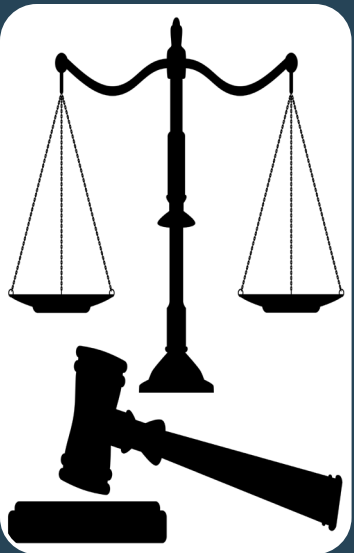
1.) Written Warning - If an employee commits an offense contrary to the Code of Conduct he/she shall initially receive a written warning. However, dependent on the severity of the offense this step may be skipped at the discretion of administration.

2.) Unpaid Suspension - If after receiving a written warning an employee commits an offense contrary to the Code of Conduct he/she shall be suspended without pay. Offenses are not mutually exclusive but cumulative in nature. However, dependent on the severity of the offense this step may be skipped at the discretion of administration.

3.) Discharge - If after receiving an unpaid suspension, if an employee commits an offense contrary to the Code of Conduct he/she shall be subject to termination.

Arrest or Conviction Reporting Requirements

Employees report to the Superintendent or Director of Human Resources, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.



Employees shall also report to the Superintendent or Director of Human Resources, in writing, within seventy-two (72) hours of notification, that the employee has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.

An employee shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the employee to disciplinary action up to and including termination and criminal prosecution.

Alcohol/Drug Policy

The Board requires that each administrative, professional, and support employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the district of any criminal drug statute conviction for a violation occurring in the workplace immediately, but no later than seventy-two (72) hours, after such conviction. Any employee convicted of delivery of a controlled substance or convicted of possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the district.

The Superintendent or designee shall immediately report incidents involving the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act by any employee while on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies.

Marijuana, although legal in some states, is illegal on the federal level. Our employees should NOT be under the influence of alcohol, illegal drugs and even legal drugs that impair them while on the job. Review the full board Policy: [Board Policy 351](#)

Smoking Policy

The Board prohibits tobacco use by administrative, professional, and support employees in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district.

For purposes of this policy, this policy includes includes a lighted or unlighted cigarette, cigar, pipe, e-cigarettes, marijuana or other smoking product or material and smokeless tobacco in any form.

The district shall annually notify employees about the Board's tobacco policy by distributing it through handbooks, newsletters, posted notices, and other efficient methods.

The Superintendent or designee may report incidents involving the sale of tobacco to minors by employees on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Employees found in violation of this policy will be subject to appropriate disciplinary action. Review the full board Policy: [Board Policy 323](#)



State/Federal Legislation



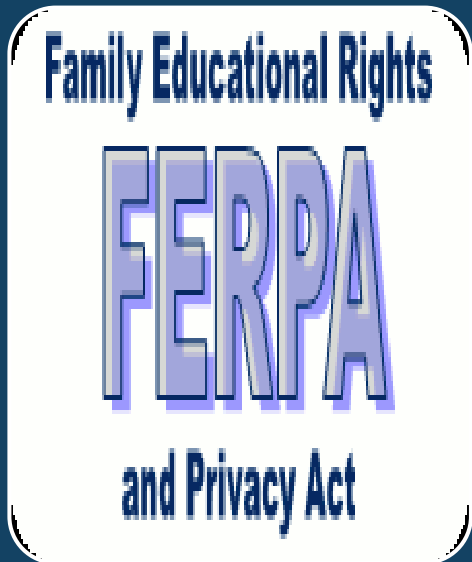
School Code

In Pennsylvania, the statutes of the General Assembly concerning public education are collected in [The Public School Code of 1949](#) and other statutes. A code is a collection of laws on a common topic.



The General Assembly has passed many laws since 1949, but the last time the entire Public School Code was considered by the legislature in its entirety was in 1949. When a new statute is passed, it is placed in the Code at the appropriate location. The Code is arranged in twenty-seven articles, and laws are placed in each article in an organized fashion in terms of a statutory citation which gives the Article and Section (§) of the Code where a statute is placed.

Family Educational Rights & Privacy Act (FERPA)



Family Educational Rights and Privacy Act (FERPA) requires that all schools that receive funds under an applicable program of the U.S. Department of Education protect the confidentiality of personally identifiable educational records of students and former students.

Students have the right to inspect their own educational records, subject to certain exceptions. Students also have the right to request amendment of records which the student believes is inaccurate, misleading or in violation of the student's rights. And students who believe that their rights under FERPA have been violated may file a complaint with the Federal Government.

EDUCATION FOR HOMELESS YOUTH



In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. On December 10, 2015, the Every Student Succeeds Act (ESSA) was enacted, amending McKinney-Vento. Please review the [Basic Education Circular- Education for Homeless Youth](#).

Please contact your school caseworker or Tricia Alston, Social Worker Coordinator/Home and School Visitor Services if you believe a student to be homeless so that we may address any needs they may have and ensure all their rights under the law are protected.

Health Insurance Portability & Accountability Act (HIPAA)



The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that mandates privacy protections for certain health information, called Protected Health Information

HIPAA restricts the uses and discloses of this Protected Health Information (PHI) to certain Plan functions or as otherwise permitted or required by law.

Equal Employment Opportunity



The West Chester Area School Board is committed to a policy of Non-Discrimination in recruiting, hiring, placement, promotion, compensation and other terms and conditions of employment. The West Chester Area School Board is committed to a policy of nondiscrimination against any employee or applicant for employment because of race, color, familial status, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animal because of the blindness, deafness, or physical handicap of the user or because the user is a handler or trainer of support or guide animals.

Contract Practices



The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, handicap/disability, or genetic information.

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.

The Board encourages employees and third parties who have been subject to discrimination to promptly report such incidents to designated employees. The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

Contract Practices (Cont.)

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Human Resources or designee as the district's Compliance Officer. The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.

The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:

- Development of position qualifications, job descriptions and essential job functions.
- Recruitment materials and practices.
- Procedures for screening, interviewing and hiring.
- Promotions.
- Disciplinary actions, up to and including terminations.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:

- Inform the employee or third party of the right to file a complaint and the complaint procedure.
- Notify the complainant and the accused of the progress at appropriate stages of the procedure.
- Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.



Contract Practices (Cont.)

Complaint Procedure - Employee/Third Party



Step 1: Reporting - An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. If the building principal is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.

The complainant is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2: Investigation - Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation, in which case the Compliance Officer shall conduct the investigation and prepare the investigative report. The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the building principal shall inform law enforcement authorities about the incident. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3: Investigative Report - The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.

Step 4: District Action - If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the school district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. Disciplinary actions shall be consistent with Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

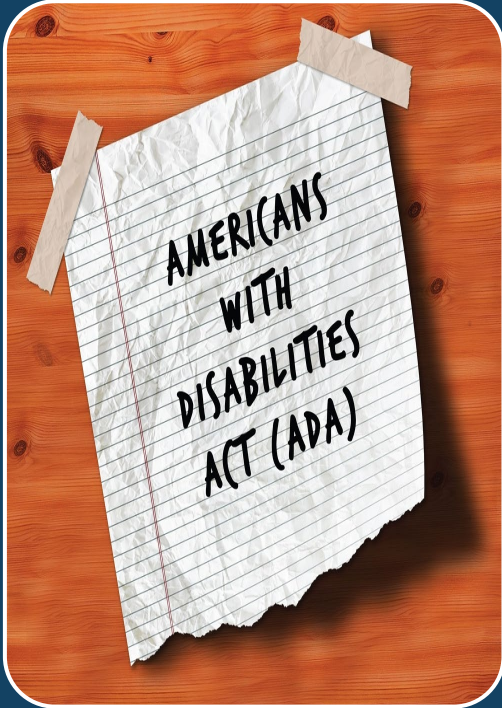
Contract Practices (Cont.)



Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. In the event the Compliance Officer conducted the investigation and issued the report, the appeal should be submitted to the Superintendent, and the Superintendent shall follow the appeal procedure.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

American with Disabilities Act Amendments



On September 25, 2008, the ADA Amendments Act (ADAAA) was signed into law. It became effective on January 1, 2009. The U.S. Senate and the U.S. House of Representatives both unanimously passed the ADAAA.

The ADAAA focuses on the discrimination at issue instead of the individual's disability. It makes important changes to the definition of the term "disability" by rejecting the holdings in several Supreme Court decisions and portions of Equal Employment Opportunity Commission's (EEOC) ADA regulations. The Act retains the ADA's basic definition of "disability" as an impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment. However, it changes the way that the statutory terms should be interpreted.

Asbestos Hazard Emergency Response Act (AHERA)



In 1987 The U.S. Environmental Protection Agency (EPA) publicized the Asbestos Hazard Emergency Response Act (AHERA) under Title 40 Part 763, Subpart E of the Code of Federal Regulations. This rule required local education agencies (LEAs) to identify friable and non-friable asbestos-containing material (ACM) in public and private elementary and secondary schools by visually inspecting school buildings for such materials, sampling such materials if they are not assumed to be ACM, and having samples analyzed by appropriate techniques referred to in this rule.

In keeping with this legislation, the WCASD was inspected by EPA accredited inspectors and a comprehensive management plan was developed for handling asbestos containing building material in a safe and responsible manner. This plan was originally developed and submitted to the Commonwealth in 1989.

The WCASD conducts follow-up inspections annually and when changes occur to ACMs the Asbestos Management Plan is updated accordingly. A copy of the Asbestos Management Plan is available for review at each of our District's buildings.

Questions related to the plan should be directed to: Mr. Wayne Birster, Director of Facilities and Operations

Employee Guidelines



Employee Name and Address Changes

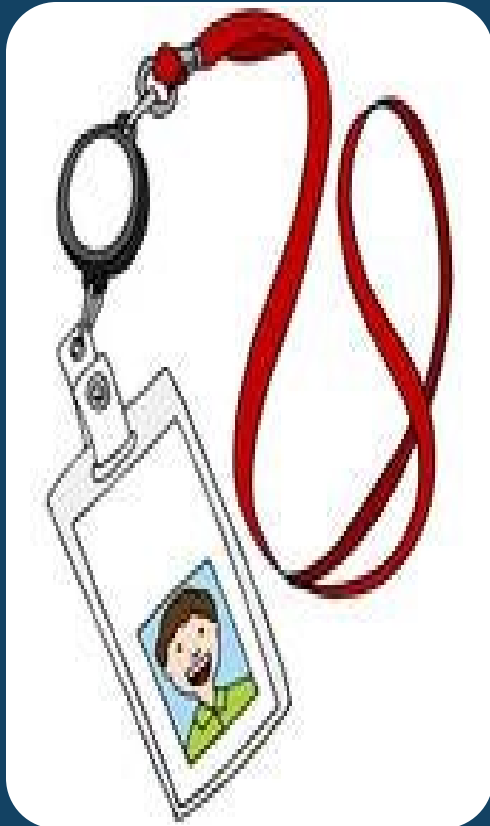


As an employee of the West Chester Area School District, it is important to ensure that the Human Resources Department has your most current information. If your name, address, and/or telephone number changes, please make sure to contact the Human Resources Department as soon as possible.

You will need to submit a new W-4 and Local Earned Income Tax form to the Human Resources Office for an address change. The forms are available on TalentEd Records.

For a name change, you must bring your social security card with your new name and a new W4 form to the Human Resources Office before we are legally allowed to change your name in our records.

ID Badges



Each employee of the West Chester Area School district is issued a photo identification badge. ID badges should be worn at all times in the school buildings. ID badges are issued at the Human Resource Office located at the Spellman Education Center. If an initial badge is needed, please call to schedule an appointment at 484-266-1007.

Replacement Badge: Badges are replaced at no charge when employee changes their name or if the badge is damaged. Email a representative in the human resources department with your name and school location. You will receive a new badge within 2 business days.

The cost for a lost badge is \$17.50. Broken/Non-working badges are replaced free of charge.

Solicitations

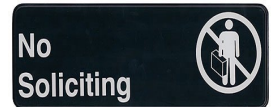
Tutoring

- Teachers shall not be permitted to receive money for tutoring any student they have in class or whose evaluation or assignment they will be called upon to grade, except in instances of district-provided homebound tutoring. Exceptions to this policy may be made by the principal in instances that involve private lessons in performing arts. Teachers may not tutor any student for pay during their regular working hours or on school premises.
- Parents/Guardians requesting tutoring services will be provided with the district's official tutoring list. Teachers may request to be added and/or deleted from this list at the start of each school year. The District Tutoring Directory will be updated and published each fall. The tutoring list is provided as a service to parents/guardians. Tutors hired by parents/guardians enter into a separate contract; therefore, the district does not assume, and specifically disclaims liability and responsibility for services rendered.[3]

Sales Calls/Demonstrations

Salespersons are not permitted to call on staff members without authorization from the school administration.

Building principals may give permission to sales representatives of educational products to see members of the school staff at times that will not interfere with the educational program.



Solicitations by/of Staff

Except as approved by the Superintendent or designee, there shall be no solicitation by or of staff members within the schools. This shall include the collection of funds and/or memberships by charitable and other outside organizations and also the posting and distribution of literature promoting such fund membership drives.

Title IX - Harassment

What is Title IX? Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination on the basis of sex in any federally funded education program or activity. Sex discrimination includes sex-based harassment, discrimination on the basis of sex, and retaliation related to complaints of sex discrimination. Sex-based harassment is unwelcome conduct which includes both sexual harassment, including but not limited to sexual assault, other forms of sexual violence and other sexual misconduct, and gender-based harassment. This applies to academic, educational, athletic, and residential programs.

What is Different? The new Title IX regulation holds schools accountable for failure to respond equitably and promptly to sexual misconduct incidents and ensures a more reliable adjudication process that is fair to all students. The Final Regulations specify how recipients (defined as schools, LEAs, postsecondary institutions) of federal financial assistance must respond to allegations of sexual harassment consistent with Title IX’s prohibition against sex discrimination. They further specify how recipients (defined as schools, LEAs, postsecondary institutions) of federal financial assistance must respond to allegations of sexual harassment consistent with Title IX’s prohibition against sex discrimination.

WCASD Title IX Coordinator - Dr. Stephen Brown, Director of Teaching, Learning, and Equity

For more information, [board policies](#), and complaint forms, visit the [Title IX webpage](#)



Dress Code



Administrative, professional, and support employees set an example in dress and grooming for students and the school community. The employee's dress should reflect his/her professional status and encourage respect for authority in order to have a positive influence on the district's programs and operations.

The Board has the authority to specify reasonable dress and grooming requirements, within law, for all district employees to prevent an adverse impact on the educational programs and district operations.

When assigned to district duties, employees shall be physically clean, neat, well-groomed, and dressed in a manner consistent with assigned job responsibilities.

Employees shall be groomed so that their hair style does not cause a safety or health hazard.

If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the immediate supervisor.

Mail/Telephone

Mail Service



The interschool mail service has been established for school-related purposes: to provide a central mailing service, and to expedite the distribution of materials and professional communications among schools and staff members.

To avoid overburdening the service, employees will not be allowed to use interschool mail for the delivery of personal letters, notes, and materials to other employees.

Recognized collective bargaining units will be permitted to use the interschool mail service in accordance with the terms of applicable collective bargaining agreements.

District property or equipment, paid for by taxpayers, may not be used for political purposes.

Emergency Closing



The Superintendent is authorized to close district schools or to dismiss them early in the event of hazardous weather or other emergencies.

All personnel, except those who work only on teacher workdays or on student days, are required to report as soon as possible on emergency days unless the Superintendent has approved exception. Failure to report or failure to report on time would result in loss of pay for time missed.

Please click on the link below to find more detailed information on school closings/early dismissals:

Board Policy: [Board Policy 328AG1](#)

Weapons Policy



The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

No weapons or replicas are allowed on school premises, including parking lots.

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

To view the full board policy please click on the link below: [Board Policy 218.1](#)

Confidential Agreement



It is the policy of the West Chester Area School District to provide our employees or students with a level of privacy and confidentiality with any information considered confidential under law and/or District policy. In the course of your work, you may have access to confidential information (oral, written or computer generated, not otherwise available to the public at large) about employees or students, their families and/or personal business. District business information includes, but not limited to, computer programs, software and supporting documentation, technological improvement and security plans, safety plans, financial information, litigation, personnel negotiations, and employee information (including but not limited to co-workers and their families).

THEREFORE, YOU MUST AGREE that:

Your right to enter or make use of confidential information is restricted to your need to know the data or information to perform your job responsibilities. You must keep your computer access password(s) confidential. If another method of accessing a computer system is used, you will restrict its use to yourself. You will not discuss any confidential information in any public areas, hallways, gathering spaces, etc. You must hold all confidential information of which you have knowledge in the truest confidence, as required by law. You agree to use confidential information only for the performance of your job responsibilities. Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty and will result in disciplinary action up to and including termination of employment.

Childline



PA School code 49 PA CS §42.42 requires that a report be made to ChildLine immediately when there is a suspected abuse of a child.

If an employee suspects child abuse, then the employee should follow the protocol listed on the [WCASD Childline Form](#). Mandated reporters must also notify the person in charge of the school/facility.

Understand that you are a mandated reporter, even if NOT at work, and will need to make a Childline report even if you learn of suspected abuse of a child.

It is inappropriate to share the details of the report with anyone, and also makes them a reporter.

Conclusion of Employment



Resignation



Professional Staff

Professional employees are required to give sixty (60) days' notice of intent to resign. The Board may allow for earlier release if appropriate arrangements can be made. Resignation, once tendered, is considered final unless its requested withdrawal is approved by the Board.

All Other Staff

Employees shall be required to give appropriate written notice of intent to resign. Such personnel will submit a written letter of resignation to the Human Resource Director through the building Principal. Employees not under the supervision of a Principal should submit such a letter directly to the Human Resource Director. Upon receipt of the letter of resignation the Human Resource Director shall confirm acceptance from the School Board

Once a resignation is tendered to the Board, that resignation shall be considered final unless its withdrawal is requested and approved by the Board.

Retirement



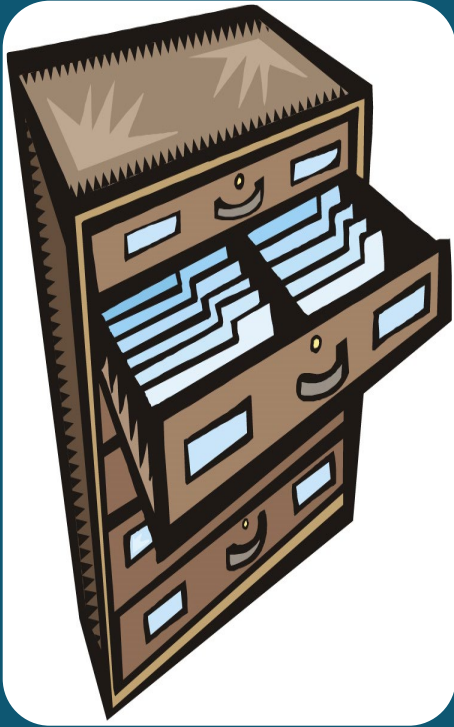
Retirement

- Every full-time school employee in Pennsylvania is required to be a member of the Public School Employees' Retirement System.
- The Board may retire an employee who requests early retirement under the Public School Employees' Retirement System.
- Employees who retire from the West Chester Area School District may be eligible for conclusion of service pay as documented in the appropriate Bargaining Unit Agreement or "Compensation/Benefits Guide" that pertains to the employee's position in the West Chester Area School District.

Other Conclusion of Service Items

- When you are preparing to retire from the district, please visit the [Steps to Retirement](#) link on our website for detailed information and a guide to the process.

Personnel Records



A personnel folder for each employee shall be accurately maintained in the District Human Resources Office. In addition to the application for employment and references, such folders shall contain records and information relative to compensation, payroll deductions, evaluation, and other such information as may be considered pertinent to administrators. All personnel records of individuals shall be considered confidential and are not open for public inspection.

Upon request, an employee may inspect the contents of his/her personal file in the presence of an HR employee.

Disclaimer

This handbook is not a contract, express or implied, nor does it guarantee employment for any specific length of time, nor does it supplant any terms of our employment contracts or guides.

This handbook supersedes and replaces all previous District policies and procedures including, but not limited to, all written guidelines which may have been issued on the subjects covered in previous District-issued handbooks. Individual schools may have their own building guidelines and handbooks, which are to be followed at the discretion of administration.

The policies included in this handbook are guidelines only and are subject to change as the District deems appropriate and necessary. From time to time you may receive notice of new or modified policies, guidelines, procedures, benefits, or programs.