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WEST CHESTER AREA SCHOOL DISTRICT

- **Address**: Spellman Education Center, 782 Springdale Drive, Exton, PA 19341
- **Phone**: 484-266-1000
- **Website**: www.wcasd.net
- **School Board**: Board Secretary, Ms. Linda Cherashore (484-266-1018; lcherashore@wcasd.net)
- **Superintendent**: Dr. Jim Scanlon (484-266-1018; jscanlon@wcasd.net)
- **Director of Human Resources**: Dr. Jeffrey G. Ulmer (484-266-1006; julmer@wcasd.net)
The West Chester Area School District (the “District”) has a proud tradition of employing a dynamic and dedicated staff to support our 16 schools, Administration Building, and Facilities and Operations site. For our newer staff, we welcome you to the 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 District’s staff, you may have questions related to various policies, procedures, and practices. Therefore, the Human Resources Department has assembled this Employee Handbook (the “Handbook”) as a reference tool. The Handbook is fully accessible online at www.wcasd.net and can also be printed for easy access.

If you have any questions regarding this Handbook, you should contact the District’s Human Resources Department at 484-266-1005.
This Handbook is not a contract, express or implied, nor does it guarantee employment with the District for any specific length of time, nor does it supplant any terms of the District’s employment contracts or guides. The provisions in this Handbook are not intended in any way to create any contractual obligations with respect to your employment with the District.

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.

The policies included in this Handbook are guidelines only and are subject to change at any time as the District deems appropriate and necessary, with or without notice. From time to time you may receive notice of new or modified policies, guidelines, procedures, benefits, or programs.

For specific information about employee benefits, refer to the plan documents, which are controlling.
Disclaimer - Bargaining Unit Employees

This Handbook works in conjunction with, and does not replace, amend, or supplement, any terms or conditions of employment stated in any collective bargaining agreement that a union has with the District.

Employees who are members of the (i) West Chester Service Support Professionals – ESPA-PSEA, (ii) West Chester Area Education Association, or (iii) West Chester Area Education Support Professionals Association should consult the terms of their respective collective bargaining agreements, which are available at www.wcasd.net under the “District Handbooks and Contracts” section of the Human Resources Department’s webpage.

Wherever employment terms in this Handbook differ from the terms expressed in the applicable collective bargaining agreement with the District, employees should refer to the specific terms of the collective bargaining agreement, which will control.
The Pennsylvania School Code of 1949 distinguishes between “professional” and “non-professional” employees. 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.

- **Professional Employees:** Employees who are certificated as teachers, supervisors, principals, assistant principals, school counselors, school librarians, and school nurses.

- **Non-Professional Employees:** Employees who are not defined as professional employees under the School Code. Support staff are designated as non-professional employees under the School Code.
The District’s mission is to educate and inspire our students to achieve their personal best.
Organization

District Overview

- The 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 1,400 professional employees, and supports approximately 12,000 students in its ten elementary schools (kindergarten through grade 5), three middle schools (grades 6 through 8), and three high schools (grades 9 through 12).
Organization

School Board of Directors

- The District is governed by a School Board (the “Board”) comprised of nine directors who serve four-year terms. Directors are elected at large from the eight municipalities covered by the District.
- The Board’s primary responsibilities are (i) to set District policy, which is then implemented by the administration; and (ii) to approve the annual budget and set tax rates.
- The 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.
- The Board seeks and holds the highest qualified personnel for all professional and support positions, and has established personnel policies that allow staff members to make their best contribution to the District’s programs and services. The Board expects all employees to support these policies and administrative regulations and to carry out the responsibilities of their positions.
- Additional information about the Board, including the list of directors, can be found at www.wcasd.net under the “School Board” tab.
District Map
# Secondary Schools

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<th>Principal</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
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<tr>
<td>West Chester East High School</td>
<td>Dr. Kevin Fagan</td>
<td>450 Ellis Lane</td>
<td>484-266-3800</td>
<td>484-266-3899</td>
</tr>
<tr>
<td>J. R. Fugett Middle School</td>
<td>Mr. Llewellyn Small</td>
<td>500 Ellis Lane</td>
<td>484-266-290</td>
<td>484-266-2999</td>
</tr>
<tr>
<td>B. Reed Henderson High School</td>
<td>Dr. Jason Sherlock</td>
<td>400 Montgomery Avenue</td>
<td>484-266-3300</td>
<td>484-266-3399</td>
</tr>
<tr>
<td>E. N. Peirce Middle School</td>
<td>Mr. Joseph DiAntonio</td>
<td>1314 Burke Road</td>
<td>484-266-2500</td>
<td>484-266-2599</td>
</tr>
<tr>
<td>Bayard Rustin High School</td>
<td>Dr. Michael Marano</td>
<td>1100 Shiloh Road</td>
<td>484-266-4300</td>
<td>484-266-4399</td>
</tr>
<tr>
<td>G. A. Stetson Middle School</td>
<td>Dr. Charles A. Cognato</td>
<td>1060 Wilmington Pike</td>
<td>484-266-2700</td>
<td>484-266-2799</td>
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<th>Address</th>
<th>Principal</th>
<th>Phone</th>
<th>Fax</th>
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<tr>
<td>East Bradford Elementary</td>
<td>820 Frank Road, West Chester, PA 19380</td>
<td>Dr. Christopher Alston</td>
<td>484-266-2100</td>
<td>484-266-2199</td>
</tr>
<tr>
<td>Fern Hill Elementary</td>
<td>915 Lincoln Avenue, West Chester, PA 19380</td>
<td>Dr. Rebecca L. Eberly</td>
<td>484-266-1600</td>
<td>484-266-1699</td>
</tr>
<tr>
<td>East Goshen Elementary</td>
<td>800 North Chester Road, West Chester, PA 19380</td>
<td>Mr. Dennis Brown</td>
<td>484-266-1500</td>
<td>484-266-1599</td>
</tr>
<tr>
<td>Glen Acres Elementary</td>
<td>1150 Delancey Place, West Chester, PA 19382</td>
<td>Ms. Donna Ryan</td>
<td>484-266-1700</td>
<td>484-266-1799</td>
</tr>
<tr>
<td>Exton Elementary</td>
<td>301 South Hendricks Avenue, Exton, PA 19341</td>
<td>Dr. Terri-Lynne Alston</td>
<td>484-266-1400</td>
<td>484-266-1499</td>
</tr>
<tr>
<td>Hillsdale Elementary</td>
<td>725 West Market Street, West Chester, PA 19382</td>
<td>Mrs. Julianne Pecorella</td>
<td>484-266-2000</td>
<td>484-266-2099</td>
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# Elementary Schools

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<th>Phone</th>
<th>Fax</th>
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<td>Mary C. Howse Elementary</td>
<td>Dr. Stephen A. Catrambone</td>
<td>641 West Boot Road</td>
<td>484-266-1300</td>
<td>484-266-1399</td>
</tr>
<tr>
<td></td>
<td></td>
<td>West Chester, PA 19380</td>
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</tr>
<tr>
<td></td>
<td>Sarah Starkweather Elementary</td>
<td>1050 Wilmington Pike</td>
<td>484-266-2200</td>
<td>484-266-2299</td>
</tr>
<tr>
<td></td>
<td>Mr. John Meanix</td>
<td>West Chester, PA 19382</td>
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<tr>
<td>Penn Wood Elementary</td>
<td>Dr. Ellen M. Gacomis</td>
<td>1470 Johnny’s Way</td>
<td>484-266-1900</td>
<td>484-266-1999</td>
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<td></td>
<td></td>
<td>West Chester, PA 19382</td>
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</tr>
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<td></td>
<td>Westtown-Thornbury Elementary</td>
<td>750 Westbourne Road</td>
<td>484-266-1800</td>
<td>484-266-1899</td>
</tr>
<tr>
<td></td>
<td>Dr. Nora Wheeler</td>
<td>West Chester, PA 19382</td>
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Welcome Aboard!
Equal Employment Opportunity

- The District is committed to a policy of non-discrimination in recruiting, hiring, placement, promotion, compensation and other terms and conditions of employment.

- The District provides all persons equal access to all categories of employment, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy, or handicap/disability.

- 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.

- Employees and third parties who believe they or others have been subject to discrimination should promptly report such incidents to designated employees.

- Verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective action be taken when allegations are substantiated.
The District will provide reasonable accommodations to qualified disabled applicants and employees in a manner consistent with applicable state and federal law, including the Pennsylvania Human Relations Act and the Americans with Disabilities Act.

Applicants or employees who believe they have a mental or physical disability and require reasonable accommodation to perform the essential functions of their job should immediately notify or contact the appropriate supervisor or the District’s Human Resources Department.

Unlawful discrimination in employment decisions against individuals with disabilities is a violation of state and federal law and the District’s and Board’s policies.
The District is committed to maintaining a working environment free from sexual harassment and harassment based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy, or handicap/disability ("protected characteristics"). Sexual harassment and harassment based on any protected characteristics at school or any school-sponsored event or activity is prohibited.

School personnel shall not sexually harass a student, school personnel or other person, or harass a student, school personnel, or other person based on any protected characteristics. Further, school personnel shall not assist, encourage, or knowingly permit sexual harassment, or harassment based on a protected characteristic of a student, school personnel, or other person.

Employees and other persons who have been harassed or witnessed harassment should promptly report such incidents to the District’s Human Resources Department and/or other designated administrators.

The 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.

- All vacancies, with the exception of Food Services, Transportation, and Substitute Teaching/Instructional Assistants and Building Substitute positions, are posted on the Human Resources Department’s website for a minimum of 10 days.

- All applications must be submitted electronically via TalentEd Recruit & Hire at https://wcasd.tedk12.com/hire/index. No paper applications will be accepted.

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

- 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 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 Recruit & Hire, and an application must be submitted to be considered for a promotion.
All four clearances listed below must be completed and submitted to the Human Resources Department before a new employee can begin working. Only clearances dated within one year of the employee’s hire date are valid for employment. Clearances need to be updated every five years for current employees.

**State Criminal History Check:**
All prospective employees must undergo a Pennsylvania 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 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.
Physical Examination and Tuberculosis Test Forms:
Completed physical examination and tuberculosis test forms must be returned to the Human Resources Department within 30 days of hire. Personal physicians or walk-in clinics may complete the forms.

I-9 Employment Eligibility Verification Form:
New employees must (i) complete Form I-9, which is used to verify the identity and work authorization of individuals hired to work in the United States; and (ii) present acceptable documents evidencing identity and authorizations.

Arrest/Conviction Report & Certification Form:
Completed Arrest/Conviction Report and Certification Forms, which are required under Act 24 of 2011 and Act 82 of 2012, must be returned to the Human Resources Department. A complete list of “Reportable Offenses” are provided on the form. Current employees must report any arrest or conviction to the Human Resources Department with 72 hours.

COBRA Acknowledgement Form:
New employees must acknowledge receipt of COBRA’s New Hire Notice, which outlines employees’ COBRA rights under the applicable group health plans.
New Hires - Required Documents

Confidentiality Statement Acknowledgement:
New employees must confirm that they will not disclose any “Confidential Information” as defined in the Confidentiality Statement.

Technology and Board Policy Acknowledgements:
New employees must sign an acknowledgement stating that they have received and read these policies.

Workers’ Compensation Information Acknowledgement:
New employees must sign an acknowledgement stating that they have received and read a summary of their rights under the Pennsylvania Workers’ Compensation Act.

Benefits Enrollment Acknowledgement:
New employees must acknowledge receipt of relevant timelines for benefits enrollment.

PSERS Information Form:
New employees must provide information regarding their prior membership in the Public School Employees’ Retirement System.
Federal Income Tax Deduction W-4 Form:
All employees must complete a Form W-4 form for the Payroll Office to withhold the correct federal income taxes from paychecks. Employees may update their W-4 forms electronically in the Employee Access Center.

Earned Income Tax (E.I.T. Form):
Pennsylvania employers must withhold and remit the Local Earned Income Tax ("EIT") and Local Services Tax ("LST") for all employees working in Pennsylvania. 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 District’s rate of 1% will be withheld.

Direct Deposit Form:
All employees should complete a “Direct Deposit Form” to ensure timely receipt of payment. It is the employee’s responsibility to communicate any banking changes to the District. Contact the Payroll Department at payroll@wcasd.net for more information.
The District offers a “New Teacher Induction Program” for all teachers new to the District. The Program is designed to support new teachers throughout their first year in the District and consists of the following four primary components:

(1) Four days of orientation in August addressing a wide range of topics designed to equip new teachers with all the information they will need to successfully begin the school year, from a management, teaching, and learning perspective.

(2) Three online modules addressing Pupil Services, Parent Communication, and Instructional Practices are completed throughout the school year that further each new teacher’s professional learning while allowing them to interact virtually with one another.

(3) Three after-school meetings addressing Special Education, Curriculum and Instruction Best Practices, and Instructional Technology afford opportunities for new teachers to further their professional learning while engaging in professional discourse with colleagues in person.

(4) Each new teacher is assigned an experienced, successful teacher as a 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 three checklists designed to familiarize the new teacher with building resources.
Compensation/Payroll

- Salary
- Options
- Incentives
- Commission
- 401K
- Compensation
- Travel
- Pension
- Paid Time Off
- Medical
- Overtime
- Dental
- Bonus
- Wellness
- Per Diem
- Allowance
The District’s pay period consists of two weeks running from Wednesday to Tuesday.

Paychecks are issued every other Wednesday and cover the time worked through the previous Tuesday.
Expense reports should be completed for: (1) travel or expenses incurred under an approved travel authorization to meetings, workshops, conventions, and seminars; (2) mileage incurred when conducting school business; (3) expenses, such as meals, fees, and tolls, when on approved school business; or (4) other expenses paid by an employee when conducting school business.

Expense reports must be submitted to the business office monthly, within one week of the end of the month. Receipts must be included. Sales tax cannot be reimbursed to an employee because of the District’s tax-exempt status.

Failure to submit appropriate documentation may result in denial of reimbursements.

Expense report forms are available on the District’s website at https://pa02203541.schoolwires.net/Page/240.
Eligible employees can contribute to a 403(b), which is a tax deferred retirement plan available to employees of educational institutions and certain non-profit organizations under 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.

The District uses a Third Party Administrator, The Omni Group, to handle all 403(b) requests.

The Omni Group can be contacted through their website at www.omni403b.com or via phone at 1-877-544-6664.
Teachers 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 Summer Reserve Program must be renewed each year and is strictly voluntary.

Employees who do not participate will be paid on the District’s regular payroll schedule.

The Summer Reserve Paycheck Program form is available to interested employees on the District’s website at: https://pa02203541.schoolwires.net/Page/9393.
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 the Director of Human Resources.

The Superintendent is authorized to credit past experience of a candidate when recommending salary.
Eligible employees may receive tuition reimbursement for outside coursework. Employees who are members of the (i) West Chester Service Support Professionals – ESPA-PSEA, (ii) West Chester Area Education Association, and (iii) West Chester Area Education Support Professionals Association should consult their respective collective bargaining agreements for specific terms and conditions. Other employees should consult the Compensation/Benefits Guide pertaining to their employee classification in the District.

All tuition reimbursement requests for college credit are submitted through PDExpress, which allows employees to submit preapproval requests and monitor their status.

Requests are time sensitive and subject to the following deadlines:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Start Date</th>
<th>Submission Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Sept 1st to Dec 31st</td>
<td>August 1st</td>
</tr>
<tr>
<td>Spring</td>
<td>Jan. 1st &amp; April 30th</td>
<td>December 15th</td>
</tr>
<tr>
<td>Summer I</td>
<td>May 1st to June 30th</td>
<td>April 1st</td>
</tr>
<tr>
<td>Summer II</td>
<td>July 1st to August 31st</td>
<td>May 15th</td>
</tr>
</tbody>
</table>

For additional information, please visit the Tuition Reimbursement page of the District’s website at [https://www.wcasd.net/Page/683](https://www.wcasd.net/Page/683).
Teachers in the District may apply to receive a Change in Preparation Level based on their completed coursework.

Consistent with Article 9.071 of the current collective bargaining agreement with the West Chester Area Education Association (the “Association”), 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.” All other criteria in Article 9.071 apply.

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 must be submitted through PDExpress.
A previously approved college/university listing shall be maintained by the Director of Human Resources and the Association President. Credits must be on the graduate level, unless written pre-approval is granted by the Superintendent or designee. Credits must be earned at an accredited college or university.

If a college or university is not on the approved list, complete the Change Level Preparation Form. The Director of Human Resources and the Association President will review and determine a school’s eligibility for column movement. Unless the status of the school changes, the decision of the parties is final and binding. If a decision cannot be reached, the parties will establish a small committee to review the application.

Teachers requesting movement for more than one column level should submit a request for each level. Level change requests do not carry over from previous years. If a teacher requested a level change in a previous school year and did not achieve the proper number of credits to move levels in that school year, the request is now inactive. Apply for all levels that will be completed.

A Change in Preparation Level Request Form is available on the District’s website at: https://pa02203541.schoolwires.net/Page/668.
Principals and athletic directors are responsible for selecting candidates to fill supplemental contracts in their schools according to the following procedures:

1.) Principals will provide staff members with a list of supplemental contracts for their schools by January 15th (fall sports), April 1st (winter sports) and June 1st (spring sports/annuals).

2.) Interested parties apply online through Talent Ed (https://wcasd.tedk12.com/hire) by February 15th (fall sports), May 1st (winter sports), and June 15th (spring sports/annuals).

3.) Principals and athletic directors will make their selections no later than 30 calendar days from the application deadline. Appointments will be for one 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 Association members. Preference will be given to Association members, but the positions will be filled based on experience and interest of all applicants.

6.) Supplemental contract payments will be made according to the Association’s applicable contract.
Nonexempt and bargaining unit members (except members of the Association) are entitled to overtime pay at the rate of one and one-half times their regular hourly rate for all hours work in excess of 40 hours in that week.

Exempt employees are paid at a fixed salary and are not entitled to overtime pay.

The District complies with Pennsylvania, federal, and all other applicable laws regarding overtime pay.

The following guidelines for the administration of overtime pay apply:

- All overtime must be approved prior to work being performed.
- Any overtime worked will be paid, even if unapproved.
- The system will calculate overtime in 6 minute increments.
For bargaining unit members (except members of the Association), 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 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 half for hours in excess of 40 (same as overtime accrual).

Compensatory time can accrue to a maximum of 20 hours. Any compensatory time 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 time balances at year end will automatically be paid.
Benefit plan coverage is available to full-time employees (.8 to 1.0 positions).

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.

The Benefits Office is responsible for developing, administering, and communicating various employee benefit programs for District employees, retirees, and their families.

Benefits include medical, prescription, dental, vision, long-term disability, life insurance, workers’ compensation, flexible spending accounts (medical and dependent care), retiree benefits, and COBRA.
The District’s benefits are available to eligible employees and their dependents, which includes the following individuals, subject to appropriate documentation:

<table>
<thead>
<tr>
<th>Dependent Type</th>
<th>Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse</td>
<td>Marriage certificate + one joint document addressed to both parties and dated within 90 days. <em>(e.g., utility bill; statements from auto insurance, mortgage company or for property tax; current or previous year tax return with financial information blacked out)</em></td>
</tr>
<tr>
<td>Child</td>
<td>Birth certificate</td>
</tr>
<tr>
<td>Adult Dependent (age 19-26)</td>
<td>Birth certificate</td>
</tr>
<tr>
<td>Step Child</td>
<td>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</td>
</tr>
<tr>
<td>Adoption</td>
<td>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</td>
</tr>
<tr>
<td>Legal Guardian</td>
<td>Any legal document that establishes guardianship</td>
</tr>
</tbody>
</table>
Open enrollment takes place each year in May, and changes made to plans or dependents are effective July 1st.

Open enrollment allows employees the opportunity to enroll or make changes to medical, prescription, dental, vision and voluntary benefits (e.g., flexible spending accounts and supplemental benefits).

Proof of dependents is required (e.g., birth certificate, marriage license).

Employees must enroll for benefits online through Benefit Solver (https://www.benefitsolver.com).

Employees must enroll for benefits within 30 days after their date of hire.

Even if you do not want to elect benefits, you must login to waive all benefits.
A “Qualified Life Event” is a change in an employee’s situation, such as getting married, having a baby, or losing health insurance coverage, which allows an employee to enroll in health insurance outside the District’s annual open enrollment period.

The District is not responsible for loss of insurance if the employee does not initiate coverage changes within 30 days from the date of the Qualified Life Event. Relevant life events and deadlines are summarized below.

<table>
<thead>
<tr>
<th>Life Event</th>
<th>Timeline to Report Change</th>
<th>Documentation Required</th>
<th>Additional Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marriage</td>
<td></td>
<td>Copy of marriage certificate and social security card with new name</td>
<td>Address of ex-spouse in order to send COBRA information if you are removing them from your benefits</td>
</tr>
<tr>
<td>Divorce</td>
<td></td>
<td>Copy of divorce decree</td>
<td></td>
</tr>
<tr>
<td>Newborn</td>
<td>For each life event listed, employee must login to Benefitsolver within <strong>30 days</strong> of the life event</td>
<td>Copy of birth certificate and social security card</td>
<td></td>
</tr>
<tr>
<td>Adopting a Child</td>
<td></td>
<td>Finalized adoption forms from courts</td>
<td></td>
</tr>
<tr>
<td>Dependent No Longer Eligible</td>
<td></td>
<td>Letter/email stating the name and date you want the benefits terminated; all benefits terminate at the end of the month</td>
<td>Address of the ineligible dependent in order to send COBRA information if different from your own</td>
</tr>
<tr>
<td>Loss of Coverage through Spouse’s Employer</td>
<td></td>
<td>Letter or email from spouse’s employer verifying the date and type of coverage loss</td>
<td></td>
</tr>
</tbody>
</table>
Continuation of Benefits

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 ("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 up to 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.

Additional COBRA coverage information is available on the District’s website at https://www.wcasd.net/Page/6837.
The District is a member of a self-insured workers’ compensation trust, the School Districts Insurance Consortium (“SDIC”), which is composed of many public school entities in Pennsylvania. SDIC administers the District’s worker’s compensations claims.

SDIC can be contacted as follows:

SDIC  
PO Box 1249  
North Wales, PA 19454  
1-800-445-6965  
www.sdicwc.org

The District’s Benefits Specialist can be contacted at 484-266-1011 with inquiries regarding the Workers’ Compensation Program.

Additional information regarding workers’ compensation is available on the District’s website at https://www.wcasd.net/Page/6839.
Process for Workers’ Compensation Claims

If you suffer a work-related injury, your health and well-being are the District’s first concern. You should immediately contact an ambulance or appropriate rescue personnel if the injury is of a serious nature.

If your work-related injury is not of a serious nature, report the injury to your supervisor or school nurse and call SDIC at 1-800-445-6965, ext. 101. You will receive a packet of information and forms, which should be completed and returned to Employee Benefits or to the person from whom you received them.

For work-related injuries, the District or its insurer will pay reasonable surgical and medical services and supplies and related expenses. You must select from one of the approved “Posted Panel” health-care providers. You must continue to be treated with one of the panel providers for 90 days from your first visit.

If after the 90-day period you still need treatment, you may continue treatment with the panel provider, or you may choose another provider. For your bills to be paid, you must notify Employee Benefits (ext. 1011) if you 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, which must be filed within 10 days after your first visit and at least once a month for as long as treatment continues.

If one of the providers listed on the Posted Panel refers you to a specialist, the District, through SDIC, will pay for these services as provided by law. You are advised not to pay a medical provider under any circumstance.
A Health Care FSA ("HCFSA") is a pre-tax benefit account to pay for eligible medical, dental, and vision expenses 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.

A 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 FSAs can be done at the time of hire or during open enrollment. Employees participating in an FSA must make their annual election every year during the open enrollment period.

Please contact the Benefits Office (ext. 1011) with any questions about the FSA programs.

Additional information regarding FSAs is available on the District’s website at [https://www.wcasd.net/Page/601](https://www.wcasd.net/Page/601).
A Health Savings Account ("HSA") is a type of savings account that allows you to set aside money on a pre-tax basis to pay for qualified medical expenses. HSAs can be used only if you have a High Deductible Health Plan ("HDHP").

HDHPs 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.

Unused HSA funds roll over year to year. HSAs may earn interest.

Employees are eligible for an HSA if they enroll or are currently enrolled in the HDHP-HD1-HC1 medical plan. Only administrators, teachers and non-bargaining unit employees are eligible to enroll in the HDHP-HD1-HC1 plan.

Additional information regarding HSAs is available on the District’s website at [https://www.wcasd.net/Page/6838](https://www.wcasd.net/Page/6838).
The District’s Employee Assistance Program through Health Advocate offers free counseling and referral services for employees and their dependents.

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 and other drug problems, child or elder care, or financial concerns.

Health Advocate can be contacted as follows:

- **Telephone:** (877) 240-6863 (available 24/7)
- **Email:** answers@healthadvocate.com
- **Website:** [www.HealthAdvocate.com/members](http://www.HealthAdvocate.com/members)

The District encourages employees and their dependents to take full advantage of the Health Advocate programs.
Employee Leaves

- WC
- FMLA
- Accommodations
- LTD
- STD
- Personal Leave
- Military
Sick leave is governed by Section 1154 of the School Code.

Employees shall be permitted to use up to five accrued sick days per contract year for care of an immediate family member. An immediate family member is a father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, and any near relative who resides in the same household as the employee.

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 can be found in the following articles:

- **ESPA-PSEA**: Article 7.10
- **ESPA-PSEA-NEA**: Article 6.1
- **WCAEA**: Article 9.11
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. In certain instances, unpaid sick leave may be available under the Family and Medical Leave Act.

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.
The District has implemented a Sick Leave Bank ("Bank"), which is voluntary for all full-time and part-time employees. Only participating members may benefit from the Bank.

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

Employees who join the Bank become eligible for benefits from the bank one year from the date they become members. Renewal in the Bank is assumed, unless withdrawal in written form is given.

Members may withdraw from the Bank upon termination of employment with the District. Days contributed by the member may not be withdrawn.

More information on the Bank is available on the District’s website at https://www.wcasd.net/Page/674.
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 can be found in the following articles:

- **ESPA-PSEA**: Article 7.11
- **ESPA-PSEA-NEA**: Article 7.1
- **WCAEA**: Article 9.11.

More information on personal leave with pay is available on the District’s website at [https://pa02203541.schoolwires.net/Page/599](https://pa02203541.schoolwires.net/Page/599).
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 three classifications of bereavement leave:

1.) Death of an immediate family member;

2.) Death of a near relative; and

3.) Death of a very close friend

Each employee group is eligible for a specified number of bereavement days according to their contract/agreement. Guidelines and timelines for bereavement leave can be found in the following articles:

- **ESPA-PSEA:** Article 7.13
- **ESPA-PSEA-NEA:** Articles 7.2 & 7.3
- **WCAEA:** Article 9.11
Military Leave

Each bargaining unit member shall be granted military leave in conformity with Sections 1176-1182 of the School Code and the Uniformed Services Employment and Reemployment Rights Act of 1994 (“USERRA”).

Military Training

Each bargaining unit member who is in a military reserve program shall be granted a leave of absence from his or her assigned duties without loss of pay, time, and/or benefits, for up to 15 days in any one 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. This provision is not applicable to voluntary appearances.
Administrative and support staff employed to work 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 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.

Each employee group is eligible for vacation time according to their contract/agreement. Guidelines and timelines for vacation can be found in the following articles:

- **ESPA-PSEA**: Article 7.02
- **ESPA-PSEA-NEA**: Article 11
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.

Each employee group is eligible for paid holidays according to their contract/agreement. Guidelines and timelines for paid holidays can be found in the following articles:

- **ESPA-PSEA**: Article 7.01
- **ESPA-PSEA-NEA**: Article 11
- **WCAEA**: Article 9.11
The Board shall provide eligible administrative, professional, and support employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act (“FMLA”). Employee requests for FMLA leave shall be processed in accordance with law, Board policy, and administrative regulations.

**Eligibility:** Unpaid FMLA leave is available to “eligible employees.” To be an “eligible employee,” an employee must have: (a) been employed by the District for at least 12 months (which need not be consecutive); and (b) worked at least 1,250 hours during the 12-month period immediately preceding the commencement of leave.

**Entitlements:** Eligible employees shall be provided up to:

- 12 work weeks of unpaid leave in a 12-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.

- 26 work weeks of unpaid leave to care for a spouse, son, daughter, parent or next of kin who is a covered servicemember with a serious injury or illness related to certain types of military service.
Calculating Leave Period: The District shall utilize a rolling 12-month period, measured backwards from the date leave is used, to determine if an employee has exhausted his or her FMLA leave in any 12-month period.

Use of Paid Leave: Employees must use any accrued paid leave—including sick leave, personal leave, and vacation—while taking FMLA leave. The substitution of paid leave for unpaid FMLA leave does not extend the length of FMLA leave, and paid leave will run concurrently with an employee’s FMLA entitlement.

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

Additional information regarding FMLA leave, along with the required forms and determination guidelines, are available on the District’s website at https://www.wcasd.net/Page/599.
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.

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 made in writing to the Director of Human Resources for review, who will reply in writing approving or denying the request. In addition, all requests must be entered in the AESOP attendance system.

Employees who request unpaid leave and have District-provided health benefits will be offered COBRA continuation coverage.

Additional information regarding unpaid leave available on the District’s website at https://www.wcasd.net/Page/599.
Eligible employees who have completed 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 consecutive years of service shall have been in the District.

The sabbatical leave may be for a half or full school term, or for two half school terms during a period of two years, at the option of the applicant. Thereafter, one leave of absence shall be allowed after each seven years of service.

Applications for sabbatical leaves shall be given preference according to the years of service since the applicant’s previous sabbatical leave, benefits expected to accrue to the District, least possible disruption of the school program, general welfare of the applicant, and other regulations adopted by the Board.

The employee on sabbatical leave shall receive one half of the employee’s regular salary during the leave period and will be considered on leave of absence without pay for all other school activities.

Additional information regarding sabbatical leave is available upon request by contacting the Director of Human Resources.
New Opportunities
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, the 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 bargaining units.

Requests are valid for one calendar year from the date they are received. Employees requesting a change for the upcoming school year should have a transfer request form on file with the Human Resources Department no later than April 1st.

Additional information regarding staff transfer requests is available on the District’s website at https://www.wcasd.net/Page/677.
Performance Evaluations
The evaluation plan for Professional Employees (“PEs”) and Temporary Professional Employees (“TPEs”) shall utilize the appropriate state-approved rating form or an alternative rating tool approved by the Board and the Pennsylvania Department of Education.

PEs are required to be evaluated at least once each year. TPEs shall be evaluated by an appropriate supervisor and notified of individual progress and status at least twice each year.

PEs and TPEs 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 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 PE or TPE 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.

PEs and TPEs who receive an overall performance rating of “needs improvement” or “failing” shall participate in a Performance Improvement Plan.
Each TPE shall be notified of his or her professional quality and rating progress at least twice each year during the first three years of employment.

Each TPE shall be observed in the performance of assigned duties by an appropriate supervisor at least three times annually.

Except for tenure status, TPEs shall have all rights and privileges of other PEs 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 PE 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.
Performance appraisals are provided once per year for all support staff.

Support staff receiving an “unsatisfactory” rating for the year will receive no pay increase or step movement for the following year.

Support staff who receive an overall performance rating of “needs improvement” or “failing” shall participate in a Performance Improvement Plan.
Professional Development
The District’s teachers must maintain their professional certification status through the Pennsylvania Department of Education (“PDE”).

PDE opened the Teacher Information Management System (“TIMS”), which includes an online application for Instructional Add-On Certificates, Instructional II, and Master’s Equivalency and will be replacing the Teacher Certification System (“TCS”).

Teachers can monitor the status of currently held certificates or submit an application for certification online, and monitor the progress of the application through their dashboard. Once approved, TIMS will generate the credentials electronically for printing or download by the applicant.

PDE requires online applications and no longer accepts paper applications. Once the online submission is completed, you will be prompted to print a cover sheet, which should be mailed to PDE along with your transcripts.

Employees should contact the Human Resources Department with any questions regarding certifications.
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 (i) six collegiate credits; or (ii) six PDE-approved in-service credits; or (iii) 180 continuing education hours; or (iv) any combination of the above every five calendar years.

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 Board.

The District provides many opportunities for professional employees to earn Act 48 hours. All professional development is scheduled, and hours are reported to PDE through My Learning Plan. To ensure you receive full participation credit:

1.) Register for the training through My Learning Plan at https://www.wcasd.net/domain/1084.

2.) Sign in and out as directed at the workshop.

3.) Complete the online course evaluation through My Learning Plan during the designated timeframe.
The Pennsylvania Inspired Leadership Program ("PIL") 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.

PIL meets the requirements of Act 45 of 2007, which directs PDE to establish a Principal Induction Program that addresses the three core Pennsylvania leadership standards and a Continuing Professional Education Program that addresses the three core and six corollary Pennsylvania leadership standards.

PIL courses provide continuing professional education credits and hours needed by certified administrators serving in PIL-covered positions in the Commonwealth’s schools. PIL also offers courses that have been approved to fulfill the Act 45 Principal Induction requirement.
Chapter 14 regulations mandate that Special Education Instructional Assistants annually complete 20 hours of professional development related to the employee’s assignment. Compliance with this requirement is the responsibility of the employee.

Participation in all District-provided workshops will provide the necessary training hours each year.

Instructional Assistants must register for all District-provided professional development workshops (including CPR/First Aid and CPI training) through My Learning Plan. To ensure you receive full participation credit:

1.) Register for the training through My Learning Plan at [https://www.wcasd.net/domain/1084](https://www.wcasd.net/domain/1084).

2.) Sign in and out as directed at the workshop.

3.) Complete the online course evaluation through My Learning Plan 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, submit a certificate of completion that indicates the hours awarded and a brief description of the training. Eligible workshops will be added to your My Learning Plan record.
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.

The use of personal technology shall not violate local, state, or federal law, or District policies, including policies regarding internet safety and acceptable use.

**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 designee.
Personal Technology

Devices Without Connectivity (Laptops, Tablets, Handheld Computers)

Personal technology without cellular or satellite connectivity, such as laptops, tablets, 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 Office of Technology (“TO”) for connecting personal technology to the District network and will not transfer or load the technology for use by another employee or student.

2.) A Bring Your Own Technology Agreement must be filled out annually and returned to the TO prior to accessing the network or internet. Personal technology discovered on the District network without a completed form may be confiscated by building administration or TO.

3.) The District retains the right to determine where and when personal technology may access the network and has preferred access to the network and all network devices.

4.) As applicable, all personal technology should be running up-to-date virus detection software and operating system critical updates prior to accessing the network.

5.) Software residing on personal technology must be personally owned or currently licensed. The employee must be able to provide evidence of proper licensing for all software installed on the personal technology when requested.

6.) District-owned software or resources may not be installed on personal technology, unless designated by the TO, without written permission from the District.
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.

Installation of a network device, such as a personal wireless access point, router, hub or switch, is prohibited.

Users may not create, implement or host their own servers or services while using personal technology at any time.

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.

File storage on the network or District-provided internet resource is limited to schoolwork only.

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 provide no technical support for personal technology.

The Director of Information Technology, Superintendent, or 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.
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 TO.

Violations of this policy by an employee may result in disciplinary action and confiscation and analysis of personal technology by school administration or designee and/or transfer of personal technology to law enforcement agencies.

The TO 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 TO to ensure network and data security.
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 as follows:

- District-provided email;
- District-sponsored web site (including school and teacher web pages);
- Telephones (not including texting, unless otherwise permitted by this policy or other administrative regulations); and
- Other electronic communication methods that are authorized by the administration in support of educational or extracurricular programs or activities, including social media.

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

Employees shall only use text messaging to communicate with students in emergency or time sensitive situations. Text messaging 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 and guardians aware at the beginning of the school year or athletic season that they may use texting to communicate with students.

Employees may utilize “Remind” or other similar resource, where messages are uploaded by the employee, and 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, however, that the usage otherwise complies with this policy, and parents and guardians are notified at the beginning of the school year that it may be utilized.
Employee Electronic Communication
With Students

**Reporting**

Employees shall report to the building principal or 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 designee.

The building principal or designee shall meet with the employee to review the 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. Should an employee’s failure to comply also violate state or federal law, the Superintendent or designee shall report such violation to authorities.
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 personal life can become blurred. Employees should follow the three R’s 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. Employees shall not post any confidential information, including but not limited to information specifically protected by the Family Educational Rights and Privacy Act (“FERPA”) or Health Insurance Portability and Accountability Act (“HIPAA”), photos, video recordings, or audio recordings of students, other staff, parents and guardians, or other constituents of the District community, except for public events such as sporting events or unless otherwise prohibited. Postings shall follow all Board policies related to the protection of confidential information. School staff shall follow all Board policies related to communication with students.

**Responsibility**
Employees should ensure their postings are accurate and do not violate 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. 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: “If it gives you pause, pause” then craft a better posting.

Additional Provisions
Social media use shall not cause substantial disruption to the educational process and shall be in accordance with applicable Board policies and administrative regulations.

Individuals should be careful about posting personal identifying information that may be used by criminals to impersonate you. Postings about vacations and travel plans shall not be permitted in cases where the employee is traveling with students.

Social media such as Wikis, blogs, and online discussion support open dialogue and the exchange of ideas that is an integral part of teaching and learning. Teachers using such tools in the classroom should comply with all Board policies and should engage in professional development for using these tools safely and effectively.

Personal and work-related social media websites and postings which are obscene or violate Board policy, applicable School Code or other local, state, and federal law or regulations may be grounds for disciplinary action.
Digital technology has radically changed the way the world communicates and accesses information. The internet and mobile telecommunications represent powerful educational and productivity resources.

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, 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.

**Laptop Policy**

**Laptop Issuance**
Staff issued a laptop computer must sign a “Technology Equipment Checklist” (policy ECI-E) prior to receiving equipment as verification of the identification of equipment and other accessories. The user is responsible for the return of all equipment and accessories as specified on the checklist in good working order.

Staff will receive guidelines related to laptop care and other documentation from the TO at the time the equipment is received, and the same will be available on the District’s 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 associate for diagnosis. The technology associate will work with the central office technology staff. 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 TO. The user is liable for the full replacement cost. If a laptop is stolen, it should be immediately reported to the building administrator. The administrator will contact the police and the subsequent police report will be submitted to the TO.
Employee Acceptable Behavior/Discipline

Code of Conduct
All administrative, professional, and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of the District’s 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.

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.
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.
4.) Forceful or unauthorized entry to or occupation of District facilities, buildings, or grounds.
5.) Use, possession, distribution, or sale of alcohol, drugs, or other illegal substances.
6.) Use of profane or abusive language.
7.) Breach of confidential information.
When engaged in assigned duties, District employees shall not participate in activities that include, but are not limited to, the following (continued):

8.) Failure to comply with the directives of District officials, security officers, or law enforcement officers.

9.) Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.

10.) Violation of Board policies, administrative regulations, rules or procedures.

11.) Violation of federal, state, or applicable municipal laws or regulations.

12.) 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.

Bargaining unit members should consult their applicable collective bargaining agreement for any unit-specific rules regarding employee conduct.
1.) **Written Warning** – If an employee commits an offense contrary to the Code of Conduct, the employee shall initially receive a written warning. However, depending 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, the employee shall be suspended without pay. Offenses are not mutually exclusive but cumulative in nature. However, depending on the severity of the offense, this step may be skipped at the discretion of administration.

3.) **Discharge** – If, after receiving an unpaid suspension, an employee commits an offense contrary to the Code of Conduct, the employee shall be subject to termination.
Employees shall report to the Superintendent or Director of Human Resources, within 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 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.
Each administrative, professional, and support employee must, as a condition of employment, abide by the terms of the District’s Drug and Alcohol policy and notify the District of any criminal drug statute conviction for a violation occurring in the workplace immediately, but no later than 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 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, 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 in the memorandum of understanding with local law enforcement, and Board policies.

Marijuana, although legal in some states, is illegal on the federal level. Employees should not be under the influence of alcohol, illegal drugs, and even legal drugs that impair them significantly while on the job.

The Drug and Alcohol Policy is available on the District’s website at: http://www.boarddocs.com/pa/wche/Board.nsf/goto?open&id=9UZJXQ4F5A0c.
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 District. This 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 through the Handbook, 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.

The Smoking Policy is available on the District’s website at: http://www.boardsdocs.com/pa/wehe/Board.net/goto?open&id=6U2JW94F22D0.
State/Federal Legislation
Pennsylvania School Code

The Pennsylvania Public School Code of 1949 (the “Code”) is a group of laws that deals with governance and operations of public schools in the Commonwealth.

When a new statute is passed, it is placed in the Code at the appropriate location. The Code presently contains 27 articles and was last amended on November 6, 2017.

The complete Code is available at the following webpage:

http://www.legis.state.pa.us/WU01/II/II/US/HTM/1949/0
0014..HTM.
The Family Educational Rights and Privacy Act ("FERPA") is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Under FERPA, parents of minor students or eligible students have the right to (i) inspect and review the student’s education records maintained by the school; and (ii) request that a school correct records that they believe to be inaccurate or misleading.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

You should direct any questions regarding your obligations under FERPA to the Human Resources Department.
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 ("PHI"). HIPAA restricts the uses and disclosures of PHI. Healthcare providers function under HIPAA, while schools function primarily under FERPA.

The HIPAA Privacy Rule specifically excludes from its coverage those records that are protected by FERPA. When making determinations as to whether personally identifiable information from student health records may be disclosed, school officials generally should refer to FERPA and its requirements.

You should direct any questions regarding your obligations under HIPAA or FERPA to the Human Resources Department.
The District provides all persons equal access to all categories of employment in the 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, including the Americans with Disabilities Act and the Pennsylvania Human Relations Act.

The Board encourages employees and third parties who have been subject to discrimination to promptly report such incidents to designated employees. 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.
To maintain a program of nondiscrimination 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 and 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 for monitoring the implementation of nondiscrimination procedures in the following areas: (i) development of position qualifications, job descriptions, and essential job functions; (ii) recruitment materials and practices; (iii) procedures for screening, interviewing, and hiring; (iv) promotions; and (v) disciplinary actions, up to and including terminations.

The building principal or designee shall be responsible for completing the following duties when receiving a complaint of discrimination: (i) inform the employee or third party of the right to file a complaint and the complaint procedure; (ii) notify the complainant and the accused of the progress at appropriate stages of the procedure; and (iii) refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.
COMPLAINT PROCEDURE – EMPLOYEE/THIRD PARTY

Step 1 – Reporting
An employee or third party who believes he or she 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.
COMPLAINT PROCEDURE – EMPLOYEE/THIRD PARTY

Step 3 – Investigative Report

The building principal shall prepare and submit a written report to the Compliance Officer within 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 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, administrative regulations, District procedures, applicable collective bargaining agreements, and state and federal laws.
Non-Discrimination in Employment and Contract Practices

APPEALS PROCEDURE

Step 1 – Written Appeal
If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, the complainant may submit a written appeal to the Compliance Officer within 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 appeals procedure.

Step 2 - Review
The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.

Step 3 – Written Response
The Compliance Officer shall prepare a written response to the appeal within 15 days.

Copies of the response shall be provided to the complainant, the accused, and the building principal who conducted the initial investigation.
Employee Guidelines
As an employee of the 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 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 Department for an address change.

For a name change, employees must bring their social security cards with their new name and a new W-4 form to the Human Resources Department before the District is legally allowed to process a name change in its records.
Identification Badges

Each employee of the District is issued a photo identification (“ID”) badge, which should be worn at all times in school buildings.

ID badges are issued at the Human Resource Department’s Office at the Spellman Education Center. If an initial ID badge is needed, please call to schedule an appointment at 484-266-1007.

Replacement ID Badges:

ID badges are replaced at no charge when employees changes their name, or if the badge is damaged. Employees should email a representative in the Human Resources Department with name and school location, and they will receive a new ID badge within two business days.

Broken or non-working ID badges are replaced free of charge.

The cost for a lost ID badge is $17.50.
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 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 or 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’s Tutoring Directory will be updated and published each fall. The tutoring list is provided as a service to parents and guardians. Tutors hired by parents or guardians enter into a separate contract; therefore, the District does not assume, and specifically disclaims, liability and responsibility for services rendered.

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.
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 or 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 or her to carry out assigned duties more effectively, a request should be made to the employee’s immediate supervisor.
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.
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 an exception. Failure to report or failure to report on time could result in loss of pay for time missed.

Additional information regarding school closings and early dismissals is available on the District’s website at: http://www.boarddocs.com/pa/wche/Board.nsf/goto?open&id=9ZTHKA48A19F.
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.

The Weapons Policy is available on the District’s website at: http://www.boarddocs.com/pa/wche/Board.nsf/goto?open&id=9UZ1RF4F6EFE.
Conclusion of Employment
Professional Employees

Professional Employees are required to give 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 withdrawal is requested and approved by the Board.

All Other Employees

Non-Professional Employees shall be required to give appropriate written notice of intent to resign. Such personnel will submit a written letter of resignation to the Director of Human Resources through the building principal. Employees not under the supervision of a principal should submit such a letter directly to the Director of Human Resources. Upon receipt of the letter of resignation, the Director of Human Resources shall confirm acceptance from the 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

Every full-time school employee in Pennsylvania is required to be a member of the Public School Employees’ Retirement System (“PSERS”). The Board may retire an employee who requests early retirement under PSERS.

Employees who retire from the District may be eligible for conclusion of service pay, as documented in the appropriate collective bargaining agreement or Compensation/Benefits Guide that pertains to the employee’s position in the District.

- **ESPA-PSEA:** Article 9.05
- **ESPA-PSEA-NEA:** Article 9.7
- **WCAEA:** Article 9.09

**Other Conclusion of Service Items**

The “Steps to Retirement” guide provides detailed information regarding retirement and is available on the District’s website at: [https://pa02203541.schoolwires.net/cms/lib/PA02203541/Centricity/Domain/29/STEPS%20TO%20RETIREMENT%20for%202017.pdf](https://pa02203541.schoolwires.net/cms/lib/PA02203541/Centricity/Domain/29/STEPS%20TO%20RETIREMENT%20for%202017.pdf).
A personnel folder for each employee shall be accurately maintained in the District’s Human Resources Department.

In addition to the application for employment and references, such folders shall contain records and information relative to compensation, payroll deductions, evaluations, 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 or her personnel file in the presence of an employee in the Human Resources Department.
I, __________________________________________, acknowledge and agree to the following:

1) It is my responsibility to read and follow the Board policies available for all employees.

2) I received a copy of the District’s Handbook, and I read, understand, and agree to comply with its terms.

3) The 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 the District’s employment contracts or guidelines.

4) The provisions in the Handbook are not intended in any way to create any contractual obligations with respect to my employment with the District.

5) The District has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits outlined in the Handbook.

6) For bargaining unit members, the terms set out in the Handbook work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with the District.

__________________________________________  ____________________
Employee Signature                                      Date

__________________________________________  ____________________
Human Resources Department Signature                   Date

PLEASE RETURNED A SIGNED COPY TO THE HUMAN RESOURCES DEPARTMENT