

UPPER MERION AREA SCHOOL DISTRICT
COMPENSATION PLAN FOR CONFIDENTIAL AND
PROJECT STAFF

July 1, 2026, through June 30, 2029

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Addendum A – SALARY PLAN

COMPENSATION PLAN FOR CONFIDENTIAL and PROJECT STAFF

The Upper Merion Area Board of School Directors adopts the following Compensation Plan for the confidential and project staff (hereinafter referred to as “Employee(s)”).

I. Term of Compensation Plan

This Plan is effective July 1, 2026, and shall continue through June 30, 2029, and shall cover both compensation and benefits-related matters for the Employees. The Benefits Plan shall be in effect until June 30, 2029, unless otherwise indicated.

II. Definition

“Employees” are confidential and project staff who shall refer to individuals whose position is designated to provide services to an administrator and/or supervisor and their respective department. Included are those Employees who shall follow the 12-month work year.

A. Probationary Period

Newly hired employees are considered “probationary employees” for the first 90-calendar days from the date of hire. This means an employee may be terminated by the Board at its discretion during this period without cause. The employee must be notified in writing that the probationary period is extended, which will not exceed 120-calendar days. A reason must be provided if an extension is issued.

III. Plan Organization

A. Salary Plan

Employees are considered exempt (paid via a salary and not eligible for overtime pay) where applicable.

Effective July 1, employees will receive salary increases in accordance with Addendum A of this agreement. Employees hired on or before May 1 of any year shall be entitled to a pay increase effective July 1 of the following year.

Salaries for new hires in each classification noted in Addendum A shall be set at an amount between the minimum and target salaries included in the range for each classification in Addendum A. The Board, on occasion, may hire a new Confidential and Project Staff Employee at a salary higher than the target salary of each classification on the recommendation of the Superintendent.

B. Benefits Plan

1. Medical Insurance and Prescription Plan

a) Employees Hired to Full-Time Positions

i. Effective July 1, 2026 through June 30, 2029, 12-month Employees contracted to work at least six (6) or more hours per day or thirty (30) or more hours per week ("Full Time Positions"), their spouse, and their eligible dependents shall be eligible to enroll in the same health and prescription plan options with the same Board level contributions as provided to the professional employees covered by the Upper Merion Area Education Association (UMA EA).

b) Cafeteria Plan

As a method to permit Employees to pay for their share of Health Benefit Plan Premiums (and other eligible premiums) through pre-federal income tax instead of after-federal income tax contributions, the Board agrees to sponsor an Internal Revenue Code Section 125 Flexible Spending Account Plan. This sponsorship is contingent upon the same being permitted pursuant to law.

2. Life Insurance

The Board shall contribute one hundred percent (100%) of the Employee's rate for life insurance coverage at the Employee's annual salary amount.

3. Dental Insurance

The Board shall provide the same dental option and same Board level contributions towards premium rates for the 12-month Employees and their eligible dependents as provided to the UMA EA members.

4. Vision Insurance

The Board shall make available access to Vision Insurance. Employees may, at his/her option, elect to receive Vision Insurance at the Employee's Cost.

5. No Duplication of Benefits

Husband and Wife Employees. If husband and wife are both Employees of the District, each is eligible for single coverage insurance benefits, and either husband or wife is eligible for dependent coverage, but not both.

6. Long-Term Disability

An Employee, who is eligible for benefits, may, at his/her option, elect to receive long-term disability coverage at the Employee's cost.

7. Medical Waiver

An Employee who is eligible for medical benefits and opts out of all healthcare benefits may receive a medical waiver amount equal to \$60/month to be paid quarterly in accordance with the Board's Section 125 plan.

8. Sick Leave

A total of 12 days per year will be available on July 1 of each year to all 12-month employees. Sick leave shall accumulate without limitation. Employees are eligible to use up to four (4) sick days per year for the purpose of family illness. In order to be eligible for family illness, the individual must be an immediate family member as defined in bereavement leave in Subparagraph 15 of this section.

9. Personal Days

Each 12-month employee is entitled to five (5) personal days per year. These days are not to be charged against sick leave and are not cumulative from year to year. Unused personal days are to be converted to the available number of sick days the following year. Personal days taken immediately preceding or following a holiday require preapproval from the Human Resources office. Supporting documentation may be required.

10. Holidays

Each 12-month employee is entitled to twelve (12) paid holidays per year in accordance with the work schedule for twelve (12) month Employees.

11. Continuing Education

The Board shall reimburse Employees for pre-approved courses related to their work. Included are college or university, continuing education courses, Intermediate Unit in-service courses, and adult school courses. The request for reimbursement must be recommended by the immediate supervisor and approved by the Superintendent or his/her designee prior to enrollment in the course. Maximum reimbursement to any one Employee shall be at eighty percent (80%), subject to an overall maximum of \$1,500 per school year.

12. Vacations

12-month Employees hired after July 1 in any year shall earn 11/12 of a day per month

- a. During the 2nd, 3rd, and 4th years of employment, the Employee shall receive 11/12 vacation days per month of active employment or (11) days per year.
- b. During the 5th, 6th, and 7th years of employment, the Employee shall receive 13/12 vacation days per month of active employment or thirteen (13) days per year.
- c. During the 8th and 9th years of employment, the Employee shall receive 14/12 vacation days per month of active employment or fourteen (14) days per year.
- d. During the 10th and 11th years of employment, the Employee shall receive 16/12 vacation days per month of active

employment or sixteen (16) days per year.

- e. During the 12th year of employment, the Employee shall receive 17/12 vacation days per month of active employment or seventeen (17) days per year.
- f. During the 13th year of employment, the Employee shall receive 18/12 vacation days per month of active employment or eighteen (18) days per year.
- g. During the 14th year of employment, the Employee shall receive 19/12 days per month of active employment or nineteen (19) days per year.
- h. During the 15th through 19th years of employment, the Employee shall receive 20/12 vacation days per month of active employment or twenty (20) days per year.
- i. During the 20th year of employment and each year thereafter, the Employee shall receive 21/12 vacation days per month of active employment or twenty-one (21) days per year.
- j. Earned vacation days may not be accumulated beyond August 31 of the year following the year in which they were earned.

13. Jury Duty

The Board agrees to pay any Employee who serves on jury duty their normal pay for the period of jury duty. Employees who serve on jury duty must supply the District with the check for compensation supplied by the court in order to receive their normal pay for the period of jury duty. Failure to do so will result in forfeiture of their normal pay for the period of jury duty.

14. Bereavement

- A. The Board shall grant an Employee not in excess of five (5) days with pay for each death in the immediate family. "Immediate family" shall be defined as wife, husband, son, daughter, mother, father, sister, brother, parents-in-law, son-in-law, daughter-in-law, step-parents, step-siblings, step-children, step-parents-in-law, step-children-in-law, or a near relative who resides in the same household, or any person with whom the Professional Employee has made their home. Such absences shall be reported to the school on the first day. Additional time may be granted at the discretion of the Superintendent.
- B. The Employee shall be entitled to two (2) days without loss of compensation for bereavement of a grandparent, step-grandparent, brother-in-law, step-brother-in-law, sister-in-law, or step-sister-in-law.

- C. The Employee shall be entitled to one (1) day without loss of compensation for bereavement of a first cousin, aunt, uncle, niece, or nephew.
- D. The District reserves the right to request documentation to establish the basis for the bereavement day, which may include, but is not limited to, providing a copy of the obituary.

15. Distribution of Unused Sick/Vacation Leave upon Retirement

a. Sick Leave Payment

When an Employee retires under any of the provisions of the Pennsylvania Public School Employees' Retirement Law from the District, the Board shall make the following payments as a non-elective employer contribution into each retiring Employee's account under the Plan in accordance with Internal Revenue Code Section 403(b)(3):

- (i) An employer contribution equal to that Employee's per diem rate of pay times a maximum of 50% of up to 60 days of any accumulated sick leave remaining at the end of the prior service year. The per diem rate will be calculated by using the actual number of contracted days.
- (ii) Prior to the District's contributions being made, an account shall be established by the eligible Employee consistent with the District's Plan, designating one or more vendors from the list of vendors available to Employees under said Plan. All District contributions will be considered non-elective contributions and will be subject to the limits established by law for such accounts.
- (iii) Further, if the District's non-elective contribution exceeds the limits established for the relevant Plan Year in which the Employee retires, the District shall contribute as an employer non-elective contribution to one or more accounts described in the Plan and designated by the Employee an amount up to and equal to the established limits for such contributions in subsequent years for a period of the lesser of: (a) five (5) years following the date of termination; or (b) until the benefit amount is exhausted. In the event the Employee dies before the benefit amount described above is exhausted, the remaining benefit shall be forfeited by such Employee.

b. Vacations

An Employee may not receive compensation for more than twenty-one (21) of his/her accumulated vacation days upon resignation or retirement. Twelve-month Employees who are employed for less than a complete school year due to termination of employment or being newly hired will receive vacation days on a prorated basis. (example: $1\frac{3}{4}$ days per month based on an annual total of 21 days.) The per diem rate of pay shall be calculated based upon a 261-day work year.

Upper Merion Area School District
Addendum A - Salary Plan
Confidential and Project Staff

Employees will receive salary increases effective July 1 as follows. Employees must have satisfactory service to be eligible for a salary increase.

2026-2027 – 3.0%

2027-2028 – 3.0%

2028-2029 – 3.0%

Level

1. Confidential & Project Management Group

		Min	Target	Max	
CT1		\$60,000	\$75,000	\$90,000	

2. Auxiliary Personnel

		Min	Target	Max	
AUX 1		\$57,600	\$72,000	\$86,400	

Breakdown of Positions

<i>1. Confidential & Project Management Group</i>
<u>CT 1</u> - Accounting Manager - Administrative Assistant to Superintendent - Administrative Assistant to Assistant Superintendent - Employee Benefits Manager - Payroll Manager - Personnel Manager
<i>2. Auxiliary Personnel</i>
<u>AUX 1</u> District School Safety Officer