

# PENNSYLVANIA ASSOCIATION OF SCHOOL RETIREES

## GENERAL OFFICE POLICIES

### POLICIES AND GUIDELINES

#### REGULAR WORK YEAR/WEEK

The regular work year shall consist of at least 260 days, including holidays listed below.

The regular work week for the Executive Office Staff shall be from 8:30 a.m. to 4:30 p.m. for a total of 35 hours Monday through Friday, with a one (1) hour lunch period.

The lunch period will be staggered between 11:30 a.m. and 1:30 p.m. so that the Executive Offices are covered at all times. Any exceptions to this schedule must be cleared with the Executive Director.

#### PART-TIME EMPLOYEES

Individuals employed by the Association on an hourly basis and who are regularly scheduled to work less than 25 hours per week shall be classified as "part-time employees". Part-time employees shall not be entitled to any of the leave and benefit provisions described in these policies and guidelines in the sections titled "holidays", "vacation time", "sick leave", "benefit package", "continuing education and training", and "leaves of absence."

#### HOLIDAYS

The following holidays will be observed by this Association:

- Martin Luther King's Day
- Presidents' Day
- Good Friday
- Easter Monday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the Friday following
- Christmas Eve through New Years Day
- Employee's Birthday

#### VACATION TIME

The year for vacation purposes shall begin as of July 1 and end June 30 of the following year. No vacation time will be granted to a new employee until after six (6) months of satisfactory employment. Anyone entering PASR employment after July 1 shall be granted a pro-rata share of the stipulated vacation. Vacation days may be accumulated up to the amount, but not to

exceed, one year's allotted vacation days. This is to be done only when the Executive Director determines that it is impossible to take the full vacation time in the year of entitlement.

Four weeks is the maximum time allotted for vacation. All vacations must be scheduled through the Executive Director and may not be taken during yearly events of PASR when the full staff is needed. No cash settlements shall be made for unused vacation days, except at time of employment termination, at the discretion of the Executive Director.

Individuals employed by the Association shall accrue vacation in accordance with the following schedule:

One through two years - One (1) weeks (5 days)  
Three through five years - Two (2) weeks (10 days)  
Six through ten years - Three (3) weeks (15 days)  
Eleven years + - Four (4) weeks 20 days

### SICK LEAVE

Employees will be entitled to accrue sick time at the rate of 2/3 sick day per full month of consecutive full time employment. An employee who has worked full time for an entire calendar year will be entitled to eight (8) sick days that year. Unused sick days of the previous year plus eight (8) additional days each year for a maximum of twenty (20) sick days may be accumulated. Sick days are not to be considered as extra vacation days. An employee is required to call the Director of Administration by 8:45 a.m. to report his/her inability to work. After five (5) days of continuous absence, or following repeated absences, the Executive Director shall have the right to ask for a doctor's verification of illness. There will be no cash settlement for unused days.

### SALARIES

At the beginning of each fiscal year for the Association (July 1), salaried employees who receive a satisfactory evaluation will be granted annual increases according to the salary schedule adopted by the PASR Board of Directors.

### BENEFIT PACKAGE

Family coverage health insurance, consisting of major medical, dental and vision benefits, will be provided to office personnel employed full time in administrative director positions. Single coverage health insurance, consisting of major medical, dental and vision benefits, will be provided to office personnel employed full time in all other positions. The monthly premium expense for these insurance plans will be paid by the Association.

After six (6) months of satisfactory service each full time employee will be provided with a Pension Plan in the form of a 401k, with the Association contributing ten percent (10%) of the employee's gross salary. Employees can opt, through payroll deduction, to make additional contributions to their 401k within the applicable guidelines established by the governing documents of the 401k plan and any applicable state and federal regulations. Contributions will begin after six months of satisfactory employment. A vesting period of three years following the six month period (three and one half years total employment) will be in effect. Contributions made by PASR to the 401k account of any employees whose employment is severed before the

end of this period will be retained by PASR; the employee's contributions, if any, will be retained by the employee.

After six (6) months of satisfactory service each employee will be provided with universal life insurance or a term life insurance policy at the discretion of the Association. This policy will be provided by the Association for full time office personnel. The monthly premium expense of this coverage will be paid by the Association. Employees may elect, through payroll deduction, to add additional coverage to the policy provided.

After six (6) months of satisfactory service each employee will be provided with a disability insurance policy. This policy will be provided by the Association for full time office personnel. The monthly premium expense of this coverage will be paid by the Association.

### OVERTIME/COMPENSATORY TIME

The staff may be called upon to work at times other than the normal work week of 35 hours. Such employees will be compensated at the regular hourly rate up to forty (40) hours. The hourly rate after forty (40) hours will be 1.5 times the regular rate.

At the discretion of the Executive Director, compensatory time may be substituted in lieu of overtime pay.

### CONTINUING EDUCATION AND TRAINING:

College/University Degree Programs - Salaried employees may receive partial reimbursement of tuition expenses for successfully completed courses which are directly related to their work with PASR. The amount of reimbursement shall not exceed one-half the credit hour costs for the approved courses. Employees seeking reimbursement shall submit a request in writing to the Executive Director three (3) months prior to the start of the semester in which the employee anticipates scheduling a work-related course(s). Such written requests should include a course description from the college and a statement from the employee explaining its relevance to his/her work with PASR.

Workshops/Seminars - Upon the written request of an employee, or as directed by the Executive Director, salaried employees may attend certain seminars and/or workshops directly designed to improve their skills on the job. The full costs of attending such workshops/seminars, including reimbursements of travel expenses, shall be paid by the Association upon approval by the Board of Directors.

### LEAVES OF ABSENCE

Funerals - In the event of the death of an employee's immediate family, i.e. mother, father, wife, husband, brother, sister, son, daughter, grandmother, grandfather, parent-in-law, or other near relative who live in the same household; there shall be no deduction in salary for an absence not in excess of three (3) days. The Executive Director, in consultation with the Executive Committee, may extend this period with pay at their discretion if, in their opinion, the case may warrant such an extension. For the death of a near relative, other than those described above, the employee shall have no salary deduction for absence on the day of the funeral. A near relative is defined as: 1st cousin, aunt, uncle, niece, nephew, son-in-law or daughter-in-law, bother-in-law or sister-in-law. Any days taken off by an employee due to the death of someone other than immediate family will be without pay, unless the employee elects to use a personal leave day or a vacation day.

Jury Duty - Employees who are required to serve on jury duty shall give written notice to the Executive Director as soon as the dates are established. The employee will receive the normal amount of compensation less the amount of any jury fees received by the employee during the time for jury service. The employee must present proof of payment received as a result of jury service to the Executive Director so that the proper compensation can be made.

Personal Leave - Each staff member shall be entitled to two (2) personal days each fiscal year. These may not be used to extend vacation periods. Unused personal leave is non-cumulative. All requests for personal leave must be submitted in writing to the Executive Director at least one (1) week in advance, unless it is an emergency. Personal leave in excess of two (2) days per year may be granted by the Executive Director after consultation with the Executive Committee, however, such leave shall be without pay.

Emergency Days - If extreme weather conditions exist and it is impossible to get to work because of road conditions, there will be no loss of salary for the day or portion of the day. It shall be considered impossible to get to work because of road conditions when the West Shore School District announces closures due to inclement weather. Other days when travel is difficult, but roads are passable, the time may be made up to avoid loss of pay.

Extended Leaves of Absence - Extended leave without pay may be granted by the Executive Director after consultation with the Executive Committee.

Maternity - Maternity leave shall be granted upon application for same to the Executive Director. Employees are to notify the Executive Director, in writing, of their intent to take maternity leave no less than thirty (30) days prior to the anticipated beginning date of such leave. Employees may elect to take maternity leave up to a period of six (6) weeks. However, only two (2) weeks of this time shall be paid leave. Should an employee wish to extend this leave beyond a six (6) week period, such a request may be submitted to the Executive Director at least two (2) weeks in advance. This extended leave, not to exceed an additional six (6) weeks, may be granted at the discretion of the Executive Director. It is understood that maternity leave may be taken for the adoption of a child as well as for the birth of one's child.

## GENERAL OFFICE POLICY

Attire - An employee should be dressed properly for the position he/she holds within the Association; employees should present a professional, businesslike image.

Conduct - All employees are expected to conduct themselves in a proper and professional manner at all time when representing this Association. Courtesy and respect are to be awarded to every member as well as to any person coming to and/or telephoning this Association for any type of information or service.

Evaluation - An evaluation of each salaried employee is to be conducted as of May 1 of each year and shall be submitted to the Personnel Committee by the Executive Director. Evaluations are to be based on the quality of work performed and should be objective and subjective in nature. Such areas as accuracy in work, work habits, amount of work performed, cooperation with others and public relations shall be considered along with other items of evaluation. The Executive Director in the evaluation process shall carefully consider comments or criticism of the office staff's work as relayed to him from PASR membership. These evaluations shall be reviewed with the individual employees prior to their submission to the Personnel Committee and will be taken into consideration for any promotions or salary increases.

Termination of Service Exit Conferences – Upon termination of service with PASR, the Executive Director shall seek to interview all exiting employees to determine their reasons for leaving and/or obtain their suggestions for improving PASR's operations.

Adopted: September 27, 1987

Revised with 401k plan April 27, 2022

Revised: 5/10/89, 7/25/90, 7/92, 7/94, 11/5/99, 6/22/00, 5/25/01, 3/9/06, 5/19/06, 3/8/12, 5/17/12, 7/25/13, 7/19/17, 1/23/18, 7/27/22, 3/7/25