

CONFIDENTIAL SECRETARY AGREEMENT
PALMERTON AREA SCHOOL DISTRICT

THIS CONTRACT is made this 20th day of June, 2017, between the Palmerton Area School District, a school district of the Third Class, having its principal office located at 680 Fourth Street, Palmerton, Carbon County, Pennsylvania and hereinafter referred to as the "District" and Beth A. Sterling, hereinafter referred to as the Business Manager's Confidential Administrative Secretary".

WHEREAS, the District desires to employ Beth A. Sterling in the position of Confidential Administrative Secretary to the Business Manager; and

IT IS THEREFORE AGREED, this Agreement will be effective for the period beginning July 1, 2017 and ending on June 30, 2021. The District and the Business Manager's Confidential Administrative Secretary, for the mutual consideration herein specified, agree as follows:

1. **TERM:** The District, in consideration of the promises of said Confidential Administrative Secretary herein contained, hereby continues to employ, Beth A. Sterling as the Business Manager's Confidential Administrative Secretary for one (4) year term commencing July 1, 2017. The term will conclude on June 30, 2021 unless this contract is earlier terminated as set forth hereinafter.
2. **EFFECTIVE DATE:** The effective date of this contract shall be July 1, 2017.
3. **EMPLOYMENT RELATED SERVICES:** During the term of this contract, in consideration of the employment, compensation, and other conditions and benefits set forth herein, the Business Manager's Confidential Administrative Secretary shall:
 - A. Put forth her best efforts;
 - B. Provide quality secretarial services;
 - C. Faithfully perform the duties and discharge the responsibilities assigned by the Administrator; and
 - D. Provide forty-eight (48) months of full and regular service.
4. **RESPONSIBILITIES:** The Business Manager's Confidential Administrative Secretary shall perform secretarial, record-keeping and public contract duties as requested from the Business and Support Services operation of the District. The Business Manager's Confidential Administrative Secretary responsibilities shall include, but not limited to those duties set forth in the job description attached hereto, made part thereof and marked as Appendix "A".

5. **SALARY:** The Business Manager's Confidential Administrative Secretary's salary shall be:

- \$41,175 effective July 1, 2017 through June 30, 2018
- \$42,411 effective July 1, 2018 through June 30, 2019
- \$43,577 effective July 1, 2019 through June 30,2020
- \$44,666 effective July 1, 2009 through June 30,2021

These salaries increase require the receipt of a satisfactory annual evaluation by the Business Manager.

6. **BENEFITS:**

A. HOLIDAYS:

a. The Confidential Administrative Secretary shall be entitled to the following paid holidays so long as they do not conflict with regular school operations, programs and/or responsibilities:

Independence Day	Labor Day
Thanksgiving Day	Day after Thanksgiving
Monday after Thanksgiving	Day before or after Christmas
Christmas Day	Christmas Break (max. of 5 days)
New Year's Day	Day before or after New Year's Day
Martin Luther King Day	President's Day Holiday (2)
Holy Thursday	Good Friday
Easter Monday	Memorial Day

- b. In the event a snow make up day is scheduled on a previously scheduled holiday, employees who worked on the snow day will be granted a holiday at a later time, which shall be determined by the Superintendent.
- c. No holiday will be lost if the holiday falls on a Saturday or Sunday. Saturday holiday- Friday off; Sunday holiday- Monday off.
- d. An employee who is requested to work on a scheduled holiday will be granted a holiday at a later time to be approved by the District.

B. EMERGENCY/PERSONAL LEAVE: Three (3) leave days for each school year covered under this Agreement shall be provided to the Confidential Administrative Secretary to be used at the discretion of the employee, subject to the following conditions:

- a. Unused personal leave days in any year may be carried over to the next year, but shall not exceed a total of five (5) days eligibility in any year.

- b. In order for three (3) or more personal leave days to be used consecutively, application to the district must be made at least thirty (30) calendar days in advance.
 - c. Application for one (1) or two (2) personal leave days shall be made at least five (5) work days in advance. In case of personal emergency, the five (5) day advance approval requirement may be waived by the Superintendent.
 - d. The Superintendent is authorized to grant day of leave without loss of pay for emergency reasons as outlined in Board Policy and Regulations.
- C. **SICK LEAVE:** The Confidential Administrative Secretary shall receive twelve (12) sick days annually. Sick days shall be credited and available July 1st of each school year and are cumulative. Unused accumulated sick leave for full-time employees only may be applied to secure additional medical insurance coverage. Up to five (5) sick days per year may be used for family illness and family emergencies and will be charged against accrued sick leave.

Should an employee resign or termination occur before June 30th, unearned sick days used will be deducted from the employee's final paycheck.

- D. **VACATION:** Subject to the following conditions, the Confidential Administrative Secretary shall be granted vacation leave as set forth hereinafter:
- a. Vacation days are not cumulative and must be taken between July 1st of the school year they are earned and September 30th of the following school year.
 - b. Request for vacation days must be submitted according to District procedures to the District Superintendent or his/her designee.
 - c. Vacations shall be approved by the District Superintendent or his/her designee, and shall be dependent upon employee coverage restrictions and scheduled work requirements.

Vacations shall be determined by years of service as an employee of the District with movements adjusted July 1st of each year. Vacation days shall be credited and available July 1st of the school year.

The Confidential Administrative Secretary is eligible for the following vacation benefit: One week vacation is equivalent to five days.

6 months to 1 year	5 vacation days (prorated)
1 year to 3 years	10 vacation days (prorated)

4 years to 9 years	15 vacation days (prorated)
10 years to 19 years	20 vacation days (prorated)
20 years or more	25 vacation days (prorated)

Should an employee resign or termination occur before June 30th, unearned Vacation days used will be deducted from the employee's final paycheck.

- E. BEREAVEMENT LEAVE:** The Confidential Administrative Secretary shall be granted bereavement leave with regular pay up to five (5) consecutive work days in the event of the death of her spouse, child\stepchild or parent\stepparent. All other bereavement leave will be granted in accord with the provisions of the Pennsylvania Public School Code.

- F. MEDICAL INSURANCE:** The District will provide medical insurance for the Confidential Administrative Secretary and her family consistent with the coverage provided to the members of the Palmerton Area Education Support Association. If the Confidential Administrative Secretary is willing to discontinue medical coverage, she shall receive an annual reimbursement of four thousand (\$4,000.00) dollars, prorated per month. In order to discontinue coverage, the Confidential Administrative Secretary must notify the Business Office by the 15th of the month. The effective date of discontinuance for this benefit will be the first of the month following proper notification to the Business Office. Payment of cash in lieu of coverage shall be made at the end of June following the discontinuance period. The Confidential Administrative Secretary may re-enroll in accordance with the policy of the existing health insurance carrier.

- G. DENTAL INSURANCE:** The District will provide dental insurance for the Confidential Administrative Secretary and her family consistent with the coverage provided to members of the Palmerton Area Education Support Association which coverage shall have an annual cap of one thousand five hundred (\$1,500.00) dollars.

- H. LIFE INSURANCE:** The Confidential Administrative Secretary shall be provided with a term life insurance policy in the face amount of fifty thousand (\$50,000.00) dollars, including accidental death and dismemberment coverage.

- I. MILEAGE REIMBURSEMENT:** The Confidential Administrative Secretary shall be reimbursed at the prevailing IRS mileage rate for driving her personal vehicle on business for the District, a distance of more than ten (10) miles, round trip, from her respective building.

J. TUITION REIMBURSEMENT: The District will pay the Confidential Administrative Secretary seventy-five percent (75%) of the actual cost of tuition paid per credit, but not to exceed seventy-five percent (75%) of the per credit tuition rate at East Stroudsburg University for a "job related" course. The reimbursement rate paid by the District will be the rate in *effect* at the time the course was taken.

- a. The Confidential Administrative Secretary understands and agrees that no payment shall be made under this section unless the District Superintendent or designee has approved the course to be taken prior to the time of enrollment.
- b. Tuition reimbursements for courses successfully completed in accordance with the policy of the Palmerton Area School District during Spring and Summer terms shall be made during the month of October following said terms provided that at the time the Confidential Administrative Secretary is still employed by the District. If that is not the case, no reimbursements for courses will be made. Tuition reimbursements for course completed in accordance with the policy of the District during the Fall term shall be made during the month of March following said term. A copy of the official transcript and either a canceled check or institutional receipt for tuition payment must be submitted to the District office on or before the last Friday in September for October payment or the last Friday in February for March payment.
- c. The District will not be required to make payments for tuition reimbursements to the Confidential Administrative Secretary if she receives funds or scholarship grants from a third party for tuition. However, if said tuition funds or scholarship grants from a third party do not cover the District's percentage of the actual cost of tuition, the District will pay the difference.

7. **EVALUATION:** The Business Manager shall evaluate and assess in writing the performance of the Confidential Administrative Secretary at least once a year during the term of this contract. This evaluation and assessment shall be related to the job description of the Confidential Administrative Secretary and the goals and objectives of the District and the administrative team for the year in question.

8. **TERMINATION:** The Confidential Administrative Secretary shall throughout the term of the contract be subject to removal for valid and just cause.

9. MISCELLANEOUS: It is the intention of the parties hereto that the terms and conditions of this Agreement shall be consistent and in full compliance with the provisions of the Pennsylvania Public School Code and the laws of Pennsylvania and that this Agreement shall be construed accordingly. If any provision of the Agreement is determined by any court to be invalid or inconsistent with the law, it is the intention of the parties hereto that all valid provisions which are severable from the invalid provisions shall remain in effect and that this Agreement shall continue to be effective to the full extent that is consistent with the law.

IT IS AGREED, this document contains the entire Agreement between the parties hereto. Any modification to this Agreement shall become effective only upon mutual written consent of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year, first above written.

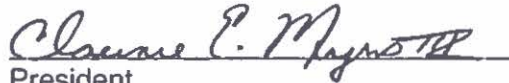
ATTEST:

PALMERTON AREA SCHOOL DISTRICT

DATE:



Scot Engler,
Superintendent of Schools



Clarence P. Mynott
President
Board of School Directors



Beth Sterling
Confidential Administrative Secretary
to the Business Manager