

**KEYSTONE OAKS SCHOOL DISTRICT  
EMPLOYMENT CONTRACT  
SCHOOL SECURITY GUARD**

THIS AGREEMENT is made and entered into this day of June, 2022, by and between the Board of School Directors of the KEYSTONE OAKS SCHOOL DISTRICT, a third-class school district, organized and operating under the laws of the Commonwealth of Pennsylvania, with its Administrative Offices located at 1000 Kelton Avenue, Pittsburgh, Allegheny County, Pennsylvania 15216 (hereinafter referred to as "School District"),

A  
N  
D

BETH ANN PADDEN, an adult individual currently residing at [REDACTED]  
[REDACTED] (hereafter, "Ms. Padden" or "School Security Guard").

WHEREAS, at a regularly scheduled meeting duly and properly called on the 21<sup>st</sup> day of June, 2022, the Board of School Directors re-appointed Beth Ann Padden as the School Security Guard for the School District and

WHEREAS, the parties have agreed upon certain terms and conditions of employment and desire to reduce said conditions to writing.

NOW THEREFORE, intending to be mutually bound thereby, the School District does hereby agree to re-employ Beth Ann Padden as its School Security Guard, and Ms. Padden does hereby accept re-employment with the School District as its School Security Guard, in accordance with the following terms and conditions.

**I. Term**

- A. The re-employment of the School Security Guard under this Agreement shall commence on the first student day of the 2022/2023 school year, and shall continue without interruption, unless terminated earlier, through June 30, 2027.

- B. If the School Security Guard decided to resign / retire during the term of this contract and fails to provide ninety (90) calendar days written notice to the Board of School Directors, the School Security Guard shall be subject to a penalty of Five-Thousand (\$5,000.00) Dollars and ineligible to receive any benefits or compensation to which the School Security Guard would otherwise have been entitled as a result of severance of employment duly notified.
- C. The decision to terminate the employment of the School Security Guard due to the elimination of the position shall rest solely and exclusively with the School District, acting through its Board of Directors, and such determination shall not be subject to challenge, in any forum, by the School Security Guard. If such a decision is made, the School District will provide the School Security Guard with at least sixty (60) calendar days prior notice of said termination.
- D. The School District and Ms. Padden agree that Ms. Padden has no expectation of continued employment as School Security Guard with the School District past June 30, 2027.

## **II. Definitions and Duties**

- A. The term “Board” where used in this Agreement, shall refer to the legally elected or appointed representatives of the School District.
- B. The term “Employee” where used in this Agreement, shall refer to the School Security Guard, Ms. Padden.
- C. The School District agrees to employ Ms. Padden as its School Security Guard and Ms. Padden agrees to serve the School District as its School Security Guard. As such, Ms. Padden’s duties include, but are not limited to those outlined in the Job Description available in the District Job Description Manual. Notwithstanding the foregoing, the School District reserves the right to change or supplement the duties of the School Security Guard upon reasonable prior notice.
- D. The School Security Guard is entitled to overtime pay. All overtime must be pre-approved by the Assistant to the Superintendent of Operations.

## **III. Work Year/Day**

- A. The School Security Guard work year shall be a maximum of 184 days, which days shall be scheduled primarily during the student school year, when students are in session, as determined by the District Superintendent.
- B. The School Security Guard shall work an eight-hour day, exclusive of a thirty (30) minute duty-free lunch period.

## **IV. Assessment of Performance**

- A. An annual assessment of performance shall be the means by which the Assistant to the Superintendent of Operations shall evaluate the performance of the School Security Guard.

Such assessment of performance shall be conducted as described below in each year of this agreement and a score will be given. The annual assessment of performance shall comply with the Public School Code and Regulations implementing the School Code, if applicable to this agreement. Review of the performance assessment shall be conducted in a private session. All parties agree that the performance assessment made shall be privileged and that the Board Members, School Police officer/Safety Coordinator and Superintendent shall respect the confidentiality of the discussions, except to the extent as may be required by law. Nothing contained herein shall prevent the School District from using such evaluation in a hearing properly brought under the Public School Code. The parties agree that the Employees' employment with the District is subject to the Public School Code, as amended, and in effect from time to time.

- B.** It is extremely important for each individual to have a sense of his/her own performance and contribution to the organization. This can only be accomplished through regular communication with the Employee's supervisor in order to assess the Employee's performance based on the expectations of the Employee's job description, the Employee's accountability for achieving District goals (primary responsibility, supervisory responsibility, or support responsibility), and the Employee's progress toward meeting the Employee's individual objectives.

At least two formal conferences, an interim appraisal and a final appraisal, will be held each year. Additional conferences may be held as necessary. A written notification or performance level will be provided to each individual following the formal conference.

The interim appraisal shall occur prior to December 1<sup>st</sup> of each year and the final appraisal shall occur prior to May 1<sup>st</sup> of each year.

- C.** A plan for improvement shall be developed by the Employee's supervisor in those instances where the Employee has received a *Failing* rating in either of the two categories. Any employee who does not receive at least a Proficient rating in the year following one in which a Failing rating was received will be subject to dismissal at the will of the School Board.

## **V. Salary Administration**

- A.** For the purpose of this Section 5, the "cost of living increase" (COL) shall be defined as being based upon the average annual CPI-U comprised of the unadjusted percentage change from December of the preceding year to December of the current year.
- B.** The School District shall pay the School Security Guard an annual gross salary of \$ forty-three thousand four-hundred seventy-five dollars (\$43,475) for the 2022-2023 school year.

### **C. Salary Adjustment**

Adjustment in the Employees' salary for the 2023-2024 and the etc school years shall be determined by the Superintendent in his/her sole discretion based upon the performance evaluation provided for in Section IV.

INCREASED BASED UPON PERCENTAGE OF CURRENT BASE SALARY

Distinguished	3% + COL
Proficient	2% + COL
Needs Improvement	No adjustment
Failure	No adjustment

In the 2022-2023 year of this agreement the total salary shall be capped and not exceed a maximum amount of \$50,000.00. Each year thereafter, during the term of this agreement, the maximum amount available as forth in this paragraph shall be increased by the COL as set forth herein above.

**D. Payment**

This annual gross salary shall be paid to the Employee in equal installments in accordance with the schedule of salary payments in effect for twelve (12) month administrative employees of the School District.

**E. Amendment**

Any adjustment in the gross salary of the Employee made during the term of this Agreement shall be in the form of a written amendment between the parties and shall become part of this Agreement. However, any such adjustment or amendment shall not constitute, and shall not be construed as constituting, the entry by the School District and the Employee into a new Agreement, or in any manner as extending the anticipated termination date of this Agreement.

**VI. Fringe Benefits/Leaves**

**A. Health/Major Medical**

The District agrees to provide Health Care Insurance to the Employee during the term of this agreement through the Allegheny County School Health Insurance Consortium (ACSHIC). The employee will contribute to the cost of health care benefits at the following rates of the premium-based upon the selected coverage level.

- 2022-2023 11%**
- 2023-2024 12%**
- 2024-2025 13%**
- 2025-2026 14%**
- 2026-2027 15%**

The District will provide a base level insurance agreement. If the Employee wishes to partake in a higher level of coverage, the employee shall pay the base premium contribution and 100% of the additional premium for the higher level of insurance coverage.

If the Employee waives health insurance, the employee will be paid one-third (1/3) the cost per year of the agreement for which the employee is eligible. One-half (1/2) of the one-third (1/3) payment will be made in the last pay in December and the remaining amount will be paid in the last pay of June. The District shall arrange to have this payment deducted on a pretax basis.

The District reserves the right to switch to a benefit plan with substantially the same coverage should it benefit the District financially.

## **B. Dental/Vision**

The District agrees to provide individual or full family dental care insurance. The Employee shall contribute to the cost of the plan at the following rates:

**2022-2023: 11%**  
**2023-2024 12%**  
**2024-2025 13%**  
**2025-2026 14%**  
**2026-2027 15%**

If the Employee waives dental insurance, the employee will be paid one-third (1/3) the cost per year of the plan for which the employee is eligible. One-half (1/2) of the one-third (1/3) payment will be made in the last pay in December and the remaining amount will be paid in the last pay of June. The District shall arrange to have this payment deducted on a pretax basis.

The District agrees to provide individual or full family basic vision care insurance. The Employee shall contribute to the cost of the plan at the following rates:

**2022-2023 11%**  
**2023-2024 12%**  
**2024-2025 13%**  
**2025-2026 14%**  
**2026-2027 15%**

The District agrees to provide, at the Employee's expense, the option to purchase a more comprehensive vision insurance plan as available.

## **C. Life Insurance**

The School District shall provide for the Employee's life insurance in the amount of two (2) times his/her annual salary rounded to the next higher hundred.

Dependent life insurance: Spouse - \$5,000; each child - \$2,500.

The Employee may continue their life insurance coverage after retirement should they wish to, however they will be required to pay the premium for such insurance.

#### **D. Travel Insurance**

One hundred thousand dollars (\$100,000.00) group accident insurance covering travel on School District business.

#### **E. Liability Insurance**

Two million dollars (\$2,000,000.00) protection per school-related incident, with any deductible payable by the School District.

#### **F. Social Security**

In accordance with applicable laws and regulations.

#### **G. Worker's Compensation**

In accordance with applicable laws and regulations.

#### **H. Disability Income Protection**

An Employee who, because of sickness or accident, is unable to perform the duties of his/her occupation is eligible for disability protection benefits provided by the School District under the following conditions.

The District shall provide the Employee a disability income policy providing for replacement income at 60% (sixty percent) of the Employee's per diem pay rate per year.

1. The Employee will have a 30-day wait period before disability benefits begin. Employees may use available sick days during this wait period.
2. The Employee will, after the 30-day period, be eligible for a two-year benefit period. Health sabbaticals shall not be taken consecutively with this leave.
3. During the disability benefit period, the District shall continue all other benefits in effect at the time of the commencement of the disabling injury or illness for a one-year period. During the first year, any health premium share must be made by the Employee. Should the leave extend to the second year, the Employee will pay health care premiums. Disability, for purposes of retirement reporting, will be considered extended sick leave. An Employee on such disability leave will be permitted to purchase up to one year of credited service in the Pennsylvania Public School Employee Retirement System, to the extent such a purchase is permitted by the retirement system. The Employee will be required to pay the District's share of such purchase.
4. Upon return from leave, the Employee shall, where possible, be returned to the position occupied at the time of disability.

## **I. Sick Leave Benefits**

The Employee shall be credited with ten (10) sick days per year in each year of this agreement.

1. Any employee hired who previously worked for another Pennsylvania Public School District immediately prior to Keystone Oaks, or in another position at Keystone Oaks not covered by this agreement, shall be eligible to transfer no more than twenty-five (25) sick days from their prior employer / position. These days will be used first in the event an employee chooses to use a sick day.
2. Employees may use sick days to care for the illness, injury, or disability of the Employee's spouse, parent or child. The District may require reasonable proof of the family member's illness, injury or disability.
3. Upon retirement from the School District and from the Public School Employees' Retirement System, the Employee shall receive Thirty (\$30.00) Dollars per day for each unused sick leave day to a maximum reimbursement of Four Thousand Five Hundred (\$4,500) Dollars.
4. Notwithstanding the language in this Section VI, paragraph i., in the event the Employee is terminated for cause, the employee shall not receive any compensation for any unused sick days and/or vacation days which had been transferred to the District on the employee's behalf from a previous employer.
5. Monies due to the Employee under this paragraph shall be deposited as an employer Internal Revenue Code Section 403b contribution into an account of the employee's choice. In the event of the Employee's death while still employed by the School District, payment for unused sick leave days shall be remitted to the employee's estate.

## **J. Holidays**

Consistent with the School District's approved calendar.

## **K. Bereavement Leave and Legal Leave.**

1. Bereavement:

The Employee shall receive death in family paid leave as follows:

- a) A maximum of three (3) days of leave will be granted for a death in the immediate family; including parents, siblings, spouse, child, grandparent, grandchild, parent-in-law, child-in-law, sibling-in-law, or near relative residing in the same household as the employee, or any person with whom the employee has made his/her home. When special circumstances so dictate, this may be extended to five (5) days upon pre-approval of the Superintendent or his/her designee.

- b) A maximum of two (2) days for the death of a near relative. A near relative shall be defined as first cousin, a parent's sibling, or sibling's child.
- c) A maximum of one (1) day for the death of a friend with bonds so close that good taste demands attendance at the funeral.
  - i. The Administration will require notification of the relationship between the deceased and the employee.
  - ii. Such time will not be deducted from sick leave.
  - iii. In cases involving immediate family as identified herein above and when funeral/memorial arrangements are delayed, these days may be taken at a later time when verification is provided to the Superintendent or his/her designee.

2. Appearance in Court of Law/Jury Duty

- a) An employee required to serve as a witness as a result of his/her employment with the School District, shall be entitled to payment for the day or days that he/she serves as a witness; provided, however, that this provision shall not apply where the employee has himself/herself initiated the action which requires him/her to be a witness. Any fees received for said witness service shall be remitted to the School District.
- b) An Employee who serves on jury duty on any day he/she is scheduled to work shall receive the difference between his/her daily compensation and compensation received for the jury duty; he/she shall endorse over to the School District any checks for such jury duty service.

**L. Personal Days**

The Employee shall receive three (3) personal days per year which may not be carried over. Unused personal days shall be forfeited.

The Employee shall receive no additional emergency days, as any emergency should be reasonably covered as a sick, holiday, bereavement, legal or personal day, in accordance with paragraphs I, J, K & L above.

**M. Professional Development and Dues**

The District shall pay up to seven hundred dollars (\$700.00) for dues payable to professional organizations to which the Employee belongs, PROVIDED HOWEVER, that reimbursement for said dues shall be subject to the District Superintendent's approval of the professional organization. Additionally, the Employee must not be rated Needs Improvement or Failing (based upon the most recent evaluation prior to the time



period for which the Employee is seeking payment of dues) in order to have such dues paid by the District.

#### **N. Mileage**

The Employee will be reimbursed mileage for approved travel at the then current District approved mileage rate.

#### **O. Payroll Deductions**

The gross salary payable to the Employee during the term of this Agreement shall be subject to deduction for appropriate retirement contributions and all other deductions required by local, state and federal laws, regulations and rules.

#### **P. Tuition Reimbursement**

The District shall reimburse the Employee ninety percent (90%) of the tuition costs incurred for graduate study if a grade of "A" is achieved, and fifty percent (50%) if a grade of "B" or a Pass in a Pass/Fail course is achieved. The total reimbursement shall not exceed \$6,000 per year. Any grade lower than a "B" will receive no compensation. The Employee must not be rated Needs Improvement or Failing (based upon the most recent evaluation at the end of the grading period for which the Employee is seeking reimbursement) unless the coursework is part of a Performance Improvement Plan. Coursework must be completed through an accredited institution. Prior to participating in any graduate study program for the purpose of partial tuition reimbursement, the Employee shall submit a request for approval in writing, stating a description of the course and how it is related to either the positional duties or to stated staff development goals of the District. Payment to the Employee will be made by separate check in the month following acceptance of the documentation. An Employee who completes a degree or new certification must serve one year with the District prior to resigning or return the reimbursement to the District.

### **VII. Investigations**

- A.** In the event that the Superintendent directs that any formal investigation of the conduct or performance of the School Security Guard, Ms. Padden shall be:
- Notified of the occurrence and purpose of the investigation before it begins.
  - Granted an opportunity to respond, verbally or in writing, to any documents, findings or conclusions derived from such an investigation before the completion of the investigation.
  - Granted access to all non-privileged or non-protected reports generated by such an investigation upon the completion of the investigation.
- B.** Any investigations undertaken shall be completed in private without any public disclosure by the School District, the Board of School Director or any individual members of the Board of School Directors, by the Superintendent or by the Employee, of the commencement or progress of the same. However, any attorney, consultant or other representative retained by the Board of School Directors to assist with this investigation

shall be approved at a public meeting without reference to the purpose of the retention or the nature of the consultative work to be undertaken.

- C. Nothing set forth in Section 7 of this Agreement shall obligate the School District, the Board of School Directors, any individual members of the Board, the Superintendent or the Employee to provide attorney-client privileged or work product information to another party at any time during, or following the completion of, any formal investigation of Ms. Padden's conduct or performance.

## **VIII. Modifications**

This agreement contains the entire compensation of the School Security Guard and may not be changed or altered except in writing and mutually agreed upon by both parties.

## **IX. Savings**

If during the term of this agreement it is found that a specific clause of the agreement is illegal in Federal or State law, the remainder of the agreement not affected by such ruling shall remain in force.

## **X. Obligations**

This Agreement shall be binding upon and shall insure to the benefit of the parties, their successors and assigns.

## **XI. Statutory Reference**

All references to the Public School Code of 1949 contained herein shall also refer to and incorporate any amendment or recodification of such Code.

## **XII. Applicable Law**

This agreement shall be construed in accordance with the laws of the Commonwealth of Pennsylvania.

## **XIII. Board Action**

This agreement shall become effective on July 1, 2022 and shall remain in effect through and including June 30, 2027.

**IN WITNESS WHEREOF**, the undersigned have executed this Contract as of the day and year first above written.

ATTEST:

**KEYSTONE OAKS SCHOOL DISTRICT**

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Joseph A. Kubiak, Secretary  
Board of School Directors

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Theresa Lydon, President  
Board of School Directors

WITNESS:

**BETH ANN PADDEN**