

**BELLWOOD-ANTIS SCHOOL DISTRICT
SCHOOL SECURITY
STATEMENT OF COMPENSATION AND BENEFITS
August 1, 2023 – June 30, 2028**

THIS AGREEMENT, is made this 13th day of September, 2023, by and between the Bellwood-Antis School District (hereinafter “School District”), the Bellwood-Antis School District School Security Officers (hereinafter “Security Officers”), and the Bellwood-Antis School District Substitute Security Officers (hereinafter “Substitute Security Officers”). It is agreed that the District employs the Security Officers & Substitute Security Officers and the Security Officers and the Substitute Security Officers hereby accept employment with the District.

It is further agreed that such employment shall be subject to the following terms and conditions, including those stated in any Appendices hereto:

A. Job Duties

1. The Security Officer’s & Substitute Security Officer’s Job Duties are listed in Attachment “A”.

B. Period of Employment

1. The Security Officer’s employment under this Agreement shall be from the 1st day of August 2023 to the 30th day of June 2028.
2. Prior to the expiration date stated in this Agreement, the Agreement may be terminated only by:
 - a) Resignation of the Security Officer upon sixty (60) days written notice to the Board;
 - b) Written mutual Agreement of the parties; or
 - c) Discharge of the Security Officer by the School District upon providing sixty (60) days written notice to the Security Officer.

C. Classification

| POSITION | # WORKDAYS | # PAID WORK HOURS |
|-----------------------------|------------|-------------------|
| Security Officer | 186 | 8 |
| Substitute Security Officer | As Needed | As Needed |

D. Compensation Schedule

1. Hourly Rates for New Employees

New Security Officers & new Substitute Security Officers will be hired at the starting hourly rate applicable to the position’s classification. With Board approval, credit for prior experience or education may be considered for new employees in rare instances when the position is deemed to be hard-to-fill and the candidate possesses prior experiences, skills, and/or credentials that are determined to be of high value to the District.

| 2023-24 STARTING HOURLY RATE | 2024-25 STARTING HOURLY RATE | 2025-26 STARTING HOURLY RATE | 2026-27 STARTING HOURLY RATE | 2027-28 STARTING HOURLY RATE |
|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| \$23.00 | \$25.00 | \$26.00 | \$26.50 | \$27.00 |

A. Hourly Rate Increases

Beginning September 13, 2023, all current Security Officers' & Substitute Security Officers' rates will be increased by \$2 per hour (to \$23 per hour). Hourly rate increases of \$2 per hour will be provided for the 2024-25 school year and \$1 per hour for the 2025-2026 school years. Hourly rate increases of \$.50 per hour will be provided for the 2026-27 and 2027-28 school years. In the event that a Security Officer covered by this Statement of Benefits receives an 'Unsatisfactory' evaluation, he/she will not receive a salary increase for the subsequent school year.

B. Additional Hours/Overtime

No additional hours or overtime shall be scheduled or worked without prior approval of the immediate supervisor in consultation with the Superintendent or Business Manager. Payment for approved overtime will be made at 1.5 times the hourly rate of the employee for any overtime beyond 40 hours per week, exclusive of sick leave, personal leave, and vacation time taken. All holiday hours will be considered hours worked. In the event of an emergency situation (ex. active shooter), it is understood that authorization for overtime may be secured after the fact.

C. Retention Bonus

As a one-time retention bonus, the regular full-time Security Officers employed at Bellwood-Antis School District as of April 1, 2020 and still employed by the District as of the date of this agreement, shall receive a one-time bonus of \$750 (minus normal payroll deductions other than PSERS). This payment is not considered Retirement Covered Compensation for purposes of PSERS retirement.

2. Other Compensation

1. The School District shall provide no benefits to the full-time Security Officers other than those specifically outlined below:
 - a. Sick Leave
 - i. The Security Officer shall receive seven (7) sick days annually with unlimited accumulation. During each school year, the Security Officer may use up to four (4) of the seven (7) allotted sick days for emergency family leave (immediate family, father, mother, son, daughter, wife, husband) and the remaining three (3) allotted sick days for personal sick leave. The District reserves the right to request a physician's statement for sick leave after three (3) consecutive days. If the Security Officer is unable to be present for work due to an illness, a sick day must be used.
 - b. Personal Leave
 - i. The Security Officer shall receive three (3) personal days per year. The Security Officer shall have the right to accumulate two (2) personal days per year and may use no more than five (5) days in any school year. Notice of intent shall be filed with the Superintendent before noon of the preceding day. Exceptions to this shall be because of an "Emergency" only as determined by the Superintendent.
 - ii. Should a Security Officer elect to receive cash payments for unused personal days, said payment shall be at the rate of seventy-five dollars (\$75.00) per day.

- iii. If the Security Officer is not present for the workday due to a personal matter, a personal day must be used. If personal days are exhausted and the Security Officer is not present for the workday, the Security Officer must be approved as an "unpaid" status by the Superintendent for that workday.
- c. Jury Duty
 - i. In the case of jury duty, the Security Officer shall pay the District the amount equal to any payment received as a result of jury duty service less any expense reimbursement provided to the employee as a result of jury duty.
- d. Bereavement
 - i. Each employee will be allowed three (3) days leave for death in the immediate family and if still physically, mentally, or emotionally unable to perform his duties, he/she shall be entitled to take whatever sick leave time he/she has available. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, or near relative who resides in the same household, or any person with whom the employee has made his/her home.
 - ii. Each employee will be allowed one (1) day leave to attend the funeral of a near relative, and if still physically, mentally, or emotionally unable to perform his duties, he/she shall be entitled to take whatever sick leave time he/she has available. A near relative shall be defined as first cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law. One (1) day can also be granted at the discretion of the Superintendent for a close friend.
- e. Eye Coverage
 - i. Vision insurance for full-time Security Officers and their families not less than insurance provided to BAEA.
- f. Mileage Reimbursement
 - i. During the term of this Agreement, the Security Officer / Substitute Security Officer shall be reimbursed for District travel at the maximum mileage reimbursement rate as established from time to time by the Internal Revenue Service.
- g. Professional Liability
 - i. The Board agrees that it shall defend, hold harmless and indemnify the Security Officer / Substitute Security Officer from any and all demands, claims, suits, actions and legal proceedings brought against the Security Officer / Substitute Security Officer in his individual capacity, or his official capacity as agent and employee of the Board, provided the incident arose while the Security Officer / Substitute Security Officer was acting within the course and scope of his employment and excluding criminal litigation and as such liability coverage is within the authority of the Board to provide under State law, except that in no case will individual members of the Board be considered personally liable for defending, holding harmless or indemnifying the Security Officer / Substitute Security Officer against such demands, claims, suits, actions and legal proceedings.
 - ii. The Board shall not, however, be required to pay any costs of any legal proceeding in the event the Board and Security Officer / Substitute Security Officer have adverse interests in such litigation.
- h. Payment to a Retiring Security Officer
 - i. Security Officers who have worked at least five (5) years at Bellwood-Antis School District will be eligible for payment for unused sick days at retirement.

When an eligible Security Officer gives the District their letter of intent to retire under PSERS and begin to draw a pension from PSERS by January 5 of their last full school calendar year, the Security Officer shall be paid for the unused sick days as follows:

| | |
|--|--------------|
| First 100 unused sick days (1-100 unused days) | \$30 per day |
| Next 100 unused sick days (101-200 unused sick days) | \$40 per day |
| Next 100 unused sick days (>200 unused sick days) | \$50 per day |

Payment for unused sick days shall be paid via payroll to the Security Officer (minus normal payroll deductions other than PSERS).

3. Other

1. Lunch Break
 - a. The Security Officers / Substitute Security Officers shall not be paid for his assigned 30-minute lunch break. The Security Officer / Substitute Security Officer must take a daily lunch break.
2. Uniform
 - a. It is mandatory that the Security Officers / Substitute Security Officers wear a uniform as provided by the School District.

4. General Provisions

1. This Agreement and all appendices, addenda, and amendments made part hereof shall be binding upon the School District, and Security Officers / Substitute Security Officers, and upon their successors and assigns.
2. This Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Pennsylvania.
3. If any provision of this Agreement shall be declared illegal by final decision of a Court of this Commonwealth, said provision shall be deemed deleted from the Agreement and the remaining provisions shall remain in full force and effect if not otherwise affected by said deletion.
4. This Agreement is contingent upon Security Officers / Substitute Security Officers receiving approval for the appointment as a Security Officer / Substitute Security Officers from the Blair County Court of Common Pleas.

5. Entire Agreement

1. This Agreement constitutes the full and complete understanding between the parties hereto. The provisions of this Agreement and its appendices may not be changed or supplemented except by a written amendment that has been agreed to and signed by both parties.

IN WITNESS WHEREOF and intending to be legally bound, the parties have caused this Agreement to be duly signed the day and year first above written.

Signed

REPRESENTATIVE SECURITY OFFICER

Timothy J. Mear
School Security

Signed

BELLWOOD-ANTIS SCHOOL DISTRICT

D. P. Fox
President of the Board of School Directors

REPRESENTATIVE SECURITY OFFICER

[Signature]
School Security

WITNESSED BY:

Susan Chasomyn

ATTESTED BY:

[Signature]

This Agreement was approved and/or ratified at, and was recorded in the minutes of, the Board of School Directors meeting of the 12th day of September 2023.

Certified:

[Signature]
Board Secretary

ATTACHMENT A – JOB DESCRIPTION

**Personnel
Support Staff
District-Wide**

SCHOOL SECURITY OFFICER / SCHOOL SUBSTITUTE SECURITY OFFICER

QUALIFICATIONS:

1. Two to three (2-3) years of experience in related field required.
2. Act 120 Certification (Municipal Security Training) or graduate of the PA State Police Academy, employment as a state trooper and separated from service in good standing.
3. Act 235 Certification
4. NASRO Basic SRO Training or equivalent, required
5. Current Act 34 Clearance, Act 151 Clearance, and FBI Clearance as required by the laws of Pennsylvania; any other clearances that may be required by law.
6. CPR and First Aid Certification. May be obtained within the first 90 days of hire.
7. Valid Pennsylvania driver's license, required.
8. Knowledge of School Security powers in Pennsylvania.
9. Such alternatives to the above as the Board of Directors may find appropriate and acceptable.

REPORTS TO: Superintendent
Principals

SUPERVISES: N/A

JOB GOALS:

1. To assist the District Administration in ensuring the safety and welfare of all students and staff within the confines of the Bellwood-Antis School District (BASD).
2. To enforce applicable District Board policies and all state and local laws within the scope of the School District Security Officer position.
3. To conduct business in a professional and cordial manner that will uphold the integrity and reputation of the BASD.
4. To maintain a thorough working knowledge of and adhere to the policies, regulations, and procedures of the BASD.

PERFORMANCE RESPONSIBILITIES:

1. Take the Oath of Office as a Security Officer.
2. Wear uniform when on duty.
3. Patrol District schools and property before, during and/or after school in order to deter crimes against students, staff or property.
4. Build positive relationships with students in order to foster a safe, productive learning environment.
5. Detaining students until the arrival of local law enforcement. Prepare cases for presentation in Court or at the District Justice level.
6. Conduct investigations of crimes ensuring that evidence is properly collected and preserved.
7. Respond to emergencies at District buildings or on school buses.
8. Act as liaison between the District, local communities and local law enforcement agencies.
9. Enforce applicable District Board Policies, including but not limited to attendance rules and policies.
10. Conduct investigations of residency and truancy cases, transport students to schools when necessary, and assist with related truancy citations as required.
11. Monitor traffic and parking during student arrivals and dismissals.
12. Provide crowd control and implement security measures at school events and athletic competitions.

13. Relay complaint and emergency request information to the appropriate agency emergency dispatchers.
14. Assist Juvenile Probation Officers and/or Children and Youth Services caseworkers in activities on District grounds.
15. Implement the BASD Emergency Plan.
16. Perform other duties as assigned by the Superintendent and Principals.

This is a non-exhaustive list of responsibilities that may be amended from time to time by the Superintendent and/or the Board of Directors.

KNOWLEDGE, SKILLS & ABILITIES:

Problem Solving Skills

- Identify problems, inform others, and provide information to assist with solving the problem.

Communication Skills

- Use verbal skills to communicate clearly and concisely both in oral and written form at all organizational levels.
- Complete and maintain documentation/records to effectively convey ideas and information both in written and oral form.

Math Skills

- Addition, subtraction, multiplication, division, percentages, ratios.

Computer Skills

- Internet.
- E-Mail.
- Word processing software.

Tools & Equipment

- General office equipment.
- Guns and other protective devices.

Mental Demands

- Respond to unpredictability.
- High level of recordkeeping.
- High pressure for results.
- Respond to angry and upset individuals.
- Read, comprehend and follow instructions and work orders.
- Relate to others.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Constantly Incurred** (more than 75% time on job)
 - Repetitive finger movement.
 - Ability to use both hands.
 - Ability to communicate orally.
 - Ability to hear conversation.
- **Frequently Incurred** (25 - 75% time on job)

- Ability to stand.
- Ability to walk.
- Ability to sit.
- Ability to lift up to 25 lbs.
- Ability to use both legs.

- **Occasionally Incurred** (up to 25% time on job)
 - Ability to lift up to 40 lbs.
 - Reaching at high or low levels.
 - Ability to climb stairs.
 - Specific visual requirements.
 - Use of depth perception.
 - Use of color vision.

Working Conditions (typically required)

This position *typically* requires work in a normal office environment.

- **Occasionally Incurred** (up to 25% time on job)
 - Work outside.
 - Work outside and inside.
 - Exposure to blood and bodily fluids.

Personal Protective Equipment

This position *typically* does not require the use of personal protective equipment.

The Performance Responsibilities described here are representative of those an employee encounters while performing the essential functions of this job. Pursuant to the requirements of the Federal Americans with Disabilities Act, reasonable accommodations may be made to enable a qualified individual with a disability to perform the essential job functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

TERMS OF EMPLOYMENT:

- Subject to the provisions approved by the Bellwood-Antis Board of School Directors and judicial appointment as a School Security Officer.

EVALUATION:

- Formative and annual summative by the Superintendent.

Adopted: