

POLICY COMMITTEE MEETING

Monday, April 18, 2022 at 6:30 p.m.

This is a virtual meeting via Zoom.

Agenda

1. Discussion

- a. Policy manual – revisions/review of part 4 of Employee sections; 300s; 400s; 500s
 - i. Policy 338 – Sabbatical Leave for Administrative Employees
 - ii. Policy 338.1 - Sabbatical Leave for Certificated Employees
 - iii. Policy 351 – Drug and Substance Abuse
 - iv. Policy 357 – Look-Back Measurement Method for Health Plans

- b. Policy manual – recommended for deletion
 - i. Policy 352 – Vehicle Control
 - ii. Policy 451.1 - Drug and Alcohol Abuse
 - iii. Policy 452 – Vehicle Control
 - iv. Policy 457 – Look-Back Measurement Method for Health Plans
 - v. Policy 547 – Look-Back Measurement Method for Health Plans
 - vi. Policy 552 – Vehicle Control

2. Public comments on agenda items only

Policy Review Summary – for committee meeting

Monday, April 18, 2022, at 6:30 p.m. via Zoom.

In year 2 of the board policy manual review, the committee will review all employee-related policies (300, 400, and 500 series) in four parts; this is the fourth and final part for the 2021-2022 school year. We are working toward consolidating the employee-related policies into one series, 300s, as appropriate. The 300s section is renamed from ‘Administrative Employees’ to ‘Employees,’ and eventually, 400s and 500s sections will be incorporated into the 300s section and/or eliminated from the policy manual. At the end of the 2021-2022 school year, we will have one employee section, called 300 Employees.

In total, there are ten (10) policies for review at this April committee meeting.

Policy Manual – Revisions and Review

1. Policy 338 – Sabbatical Leave for Administrative Employees

This policy is for review only, and there are no recommended changes. Policy 338 applies only to administrative employees who are members of the Wissahickon Administrators and Supervisors Association (WASA). Because sabbatical leave is an issue that can be negotiated under the employment agreement with WASA, it is recommended to keep this policy in the Board policy manual at status quo.

2. Policy 338.1 – Sabbatical Leave for Certificated Employees

This policy is for review only, and there are no recommended changes. This policy is renumbered from 438 to 338.1. Policy 338.1 applies only to certificated employees who are members of the Wissahickon Education Alliance (WEA). Because sabbatical leave is an issue that can be negotiated under the employment agreement with WEA, it is recommended to keep this policy in the Board policy manual at status quo.

3. Policy 351 – Drug and Substance Abuse

This policy is revised to represent all employee groups – administrators, certificated, and support staff. The changes in this policy provide updates to the current legal requirements for districts to report incidents involving the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act. Policy 451.1 will be deleted from the policy manual.

4. Policy 357 – Look-Back Measurement for Health Plan Eligibility under the Affordable Care Act

This policy is for review only, and there are no recommended changes. The provisions in this policy represent the regulations by the Internal Revenue Service (IRS). At Wissahickon, this policy applies only to variable employees, who are our bus and van drivers. Administrators, certificated staff, and other support staff have healthcare benefits provisions determined in their respective employment agreements. Policies 457 and 547 will be deleted from the policy manual.

Policies Recommended for Deletion

5. Policy 352 – Vehicle Control

It is recommended to delete this policy from the manual because it is no longer relevant. Policy 810.2 School Bus and Commercial Motor Vehicle Drivers supersedes the provisions in this policy.

6. Policy 451.1 - Drug and Alcohol Abuse

It is recommended to delete this policy. The provisions in this policy are incorporated into Policy 351 Drug and Substance Abuse.

7. Policy 452 – Vehicle Control

It is recommended to delete this policy from the manual because it is no longer relevant. Board policy 810.2 School Bus and Commercial Motor Vehicle Drivers supersedes the provisions in this policy.

8. Policy 457 – Look-back Measurement

It is recommended to delete this policy. The provisions in this policy are incorporated into Policy 357 Look-Back Measurement for Health Plan Eligibility under the Affordable Care Act.

9. Policy 547 – Look-back Measurement

It is recommended to delete this policy. The provisions in this policy are incorporated into Policy 357 Look-Back Measurement for Health Plan Eligibility under the Affordable Care Act.

10. Policy 552 – Vehicle Control

It is recommended to delete this policy from the manual because it is no longer relevant. Board policy 810.2 School Bus and Commercial Motor Vehicle Drivers supersedes the provisions in this policy.



SECTION: EMPLOYEES

POLICY: 338

**TITLE: SABBATICAL LEAVE FOR
WASA EMPLOYEES**

ORIGINAL: February 27, 2012

CURRENT REVISION:

LAST REVIEWED BY THE

COMMITTEE:

I. PURPOSE

None.

II. DEFINITIONS

None.

III. POLICY

- A. In addition to complying with the provisions of the School Code of 1949, as amended, with respect to sabbatical leaves of absence, an employee who is a member of the Wissahickon Administrators and Supervisors Association (“WASA”) and/or is subject to the terms of an administrative compensation and fringe benefits plan between the Wissahickon School District and WASA shall meet the following requirements:
- a. A leave of absence for professional development shall be directly related to the applicant’s professional responsibilities as determined by the Board of School Directors and shall be restricted to activities required by regulations of the Pennsylvania Department of Education and by the laws of this Commonwealth for a professional certificate or commission or to improve professional competency. All requests for a leave of absence for professional development shall be subject to review and authorization by the Board of School Directors, which shall have sole authority to adopt and enforce policy establishing the conditions for approval of such leave.
 - b. The employee requesting a leave of absence for professional development shall submit to the Superintendent a detailed plan describing the professional development activities to be undertaken. The Superintendent shall submit both the request and the Superintendent’s recommendation on the request to the Board. The Board shall be authorized to approve or reject the plan, consistent with its written policy.
- B. Applications for sabbatical/professional development leaves shall be submitted in writing to the Superintendent’s office on or before March 1 for any leave to take place during the following school year. Exceptions to this deadline for reasons of health or other urgent reason will be considered upon formal request to the Superintendent.
- C. Any sabbatical/professional development leave of less than a half year shall be charged as the equivalent of one-half year. Any sabbatical leave of more than one-half year and less than a year shall be charged as the equivalent of one full year leave. However, the District will not grant any leave where the majority of the purpose of the leave is for travel.

- D. Documentation of the purpose of the sabbatical/professional development leave shall be provided in accordance with the following:
 - a. Restoration of health: The employee shall provide a letter from her/his physician describing the health condition necessitating the sabbatical leave. The District may request an examination by a school physician; in this event, the District will provide a list of three physicians from which the employee will select one, and the District will pay the cost of the examination.
 - b. Professional development: The employee shall provide a description of the purpose and general plan of study. In the case of formal college or university study, for a person taking a full-year sabbatical/professional development leave, a minimum of 18 credits must be completed prior to the return to service and, of the 18 credits; a minimum of six credits must be taken during each semester of the school year. For a person taking a one-semester sabbatical/ professional leave, a minimum of 9 credits must be completed prior to the return service and, of the 9 credits, a minimum of 6 credits must be taken during the semester for which the leave was granted.
 - c. Combination reasons: In the case of leaves combining any of the purposes listed above, approval will be based upon an assessment of the particular need and/or purpose and a related balance of the requirements described above.
- E. Following completion of the sabbatical/professional development leave, documentation or a summary shall be provided demonstrating that the purposes for which the leave was granted were met.
- F. In the event that the conditions for professional development, for which the sabbatical/professional development leave was granted, have not been met, the employee shall forfeit the right to all salary/benefits to which he/she would have been entitled, and the District may require the return to the District of any monies expended for salary and benefits for the period of the sabbatical/professional development leave.
- G. In the event of a request for cancellation of a sabbatical/professional development leave, the following shall apply:
 - a. The request must be submitted in writing to the Superintendent no later than March 1 for any leave scheduled to take place during the following school year.
 - b. The letter must contain an explanation of the reason for cancellation.
 - c. An employee who, in two consecutive years, applies for, receives, and then cancels a sabbatical/professional development leave of absence shall, upon approval of a third sabbatical/professional development leave request, be required to take that leave.

IV. DELEGATION OF AUTHORITY

In case a dispute arises concerning approval of the sabbatical/professional development plan under this policy, a review committee will be established that shall consist of the Superintendent, the Director of Human Resources and a WASA member selected by WASA for the purpose of attempting to resolve the dispute and making a recommendation to the Board.

V. REFERENCES

None.



SECTION: EMPLOYEES

POLICY: 338.1

**TITLE: SABBATICAL LEAVE FOR
CERTIFICATED EMPLOYEES**

ORIGINAL: February 27, 2012

CURRENT REVISION:

LAST REVIEWED BY THE

COMMITTEE:

I. PURPOSE

The Sabbatical/Professional Leave Policy applies to all certificated employees of the Wissahickon School District who are not administrative employees.

II. DEFINITIONS

None.

III. POLICY

A. In addition to complying with the provisions of the School Code of 1949, as amended, with respect to sabbatical/professional development leaves of absence, an employee of the Wissahickon School District shall meet the following requirements:

- a. A leave of absence for professional development shall be directly related to the applicant's professional responsibilities as determined by the Board of School Directors and shall be restricted to activities required by regulations of the Pennsylvania Department of Education and by the laws of this Commonwealth for a professional certificate or commission or to improve professional competency. All requests for a leave of absence for professional development shall be subject to review and authorization by the Board of School Directors, which shall have sole authority to adopt and enforce policy establishing the conditions for approval of such leave.
- B. The employee requesting a leave of absence for professional development shall submit to the Board of School Directors, through the Superintendent, a detailed plan describing the professional development activities to be undertaken. Applications for sabbatical/professional development leaves shall be submitted in writing to the Superintendent's office on or before March 1 for any leave to take place during the following school year. Exceptions to this deadline for reasons of health or other urgent reasons will be considered upon formal request to the Superintendent.
- C. Any sabbatical/professional development leave of less than a half year shall be charged as the equivalent of one-half (1/2) year. Any sabbatical/professional development leave of more than one-half (1/2) year and less than a year shall be charged as the equivalent of one (1) full year leave. However, the District will not grant any leave where the majority of the purpose of the leave is for travel.
- D. Documentation of the purpose of the sabbatical/professional development leave shall be in accordance with the following:

- a. Restoration of health: The employee shall provide a letter from his/her physician describing the health condition necessitating the sabbatical leave. The District may request an examination by a school physician; in this event, the District will provide a list of three (3) physicians from which the employee will select one (1), and the District will pay the cost of the examination.
 - b. Professional development: The employee shall provide a description of the purpose and general plan of study. In the case of formal college or university study, for a person taking a full year sabbatical/professional development leave, a minimum of eighteen (18) credits must be completed prior to the return to service and, of the eighteen (18) credits, a minimum of six (6) credits must be taken during each semester of the school year. For a person taking a one (1) semester sabbatical/professional development leave, a minimum of nine (9) credits must be completed prior to the return to service and, of the nine (9) credits, a minimum of six (6) credits must be taken during the semester for which the leave was granted.
 - i. In the case of a less formal plan of study, not within a college or university setting, a description of the purpose and plan or project shall be submitted for review.
 - c. Combination Reasons: In the case of leaves combining any of the purposes listed above, approval will be based upon an assessment of the particular need and/or purpose and a related balance of the requirements described above.
- E. Following completion of the sabbatical/professional leave, documentation or a summary shall be provided demonstrating that the purpose for which the leave was granted were met.
- F. In the event that the conditions for study, for which the sabbatical/professional development leave was granted, have not been met, the employee shall forfeit the right to all salary/benefits to which he/she would have been entitled, and the District will require the return to the District of any monies expended for salary and benefits for the period of the sabbatical/professional development leave.
- G. In the event of a request for cancellation of a sabbatical/professional development leave, the following shall apply:
- a. The request must be submitted in writing to the Superintendent by June 1 for a leave scheduled to begin September 1 and by November 1 for a leave scheduled for the second semester.
 - b. The letter must contain an explanation of the reason for cancellation.
 - c. If the Board grants the request for cancellation, the date of return to service shall coincide with the opening of school in September or with the mid-point of the academic year.
- H. An employee who in two (2) consecutive years, applies for, receives, and then cancels a sabbatical/professional development leave of absence shall, upon approval of a third sabbatical/professional development leave request, be required to take that leave.

IV. DELEGATION OF AUTHORITY

- A. In cases of disputes concerning approval of the sabbatical/professional development leave plan with Wissahickon Education Alliance members who are subject to this policy, the dispute resolution process will proceed as described in the WEA contract in the section titled "Sabbatical/Professional Development Leave of Absence."

- B. The Superintendent shall submit both the request and the Superintendent's recommendation on the request to the Board. The Board shall be authorized to approve or reject the plan, consistent with its written policy.

V. **REFERENCES**

None.



SECTION: EMPLOYEES

POLICY: 351

TITLE: DRUG AND SUBSTANCE ABUSE

ORIGINAL: August 21, 2004

CURRENT REVISION:

LAST REVIEWED BY THE

COMMITTEE:

I. PURPOSE

- A. The Board recognizes that the misuse of drugs and alcohol by District employees is a serious problem with legal, physical and social implications for the whole school community and is concerned about the problems as they relate to an employee's safety, efficiency and productivity.
- B. The primary purpose and justification for any District action will be for the protection of the health, safety and welfare of pupils, staff and school property.

II. DEFINITIONS

- A. **Drugs and Alcohol** - shall include but not by way of limitation alcohol, malt beverages, and any drug or substance outlined in the Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. § 780-101, etc, as amended.
- B. **Conviction** - A finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or State criminal drug statute.
- C. **Criminal Drug Statute** - A federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.
- D. **Drug-free Workplace** - The site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.

III. POLICY

- A. The Board requires that each ~~administrative-District~~ employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than ~~five (5) days~~seventy-two (72) hours after such conviction.
- B. An employee convicted of delivery of or possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the District.
- C. A statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of alcohol, drugs or controlled substances is prohibited in the employee's workplace shall be provided by the Director of Human Resources, and shall specify the actions

that will be taken with respect to an employee for violation of this policy, up to and including termination and referral for prosecution.

- D. Disciplinary Action- Any employee who, as a result of reasonable suspicion testing, has produced a result indicating an alcohol concentration of more than 0.02, or who has received a controlled substance test from a medical review officer indicating a verified positive result, shall be subject to discipline, up to and including immediate termination and referral for prosecution.
- E. The District shall notify any federal agency or department that is a grantors of funds to the District within ten (10) days after receiving notice from an employee or receiving actual notice of a conviction.
- F. ~~The District shall be responsible for taking take appropriate personnel action against any convicted employee within thirty (30) days of receiving notice, with respect to any convicted employee up to and including termination, or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for those purposes by a Federal, State, or local health, law enforcement, or other appropriate agency. The District shall take appropriate personnel action against any convicted employee within thirty (30) days of receiving notice, up to and including termination, or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for those purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.~~
- G. The District shall take appropriate personnel action up to and including termination.

IV. DELEGATION OF AUTHORITY

~~A.~~—The Board authorizes the Superintendent or his/her designee to establish appropriate guidelines and procedures to implement this policy and insuring the District’s compliance with applicable law.

A. The Superintendent or designee shall immediately report incidents involving the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act by any employee while on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school’s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

B.

C. In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances or drug paraphernalia to the Office for Safe Schools on the required form.

~~B.~~—The Superintendent or designee shall immediately report incidents involving the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act by any employee while on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school’s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

~~C. In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances or drug paraphernalia to the Office for Safe Schools on the required form.~~

V. **REFERENCES**

35 P.S. 780-101 et seq.
41 U.S.C. 8101
24 P.S. 1-111
41 U.S.C. 8103
24 P.S. 5-527
41 U.S.C. 8104
22 PA Code 10.2
24 P.S. 13-1302.1-A
24 P.S. 13-1303-A
35 P.S. 780-102
Pol. 805.1
Pol. 317



SECTION: EMPLOYEES

POLICY: 357

**TITLE: LOOK-BACK
MEASUREMENT METHOD FOR
HEALTH PLAN ELIGIBILITY**

ORIGINAL: December 14, 2015

CURRENT REVISION:

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

The Wissahickon School District adopts this policy in acknowledgment of the District's obligations to provide certain health care coverage to certain employees deemed to be "full-time" employees as defined in the Affordable Care Act (ACA). This policy is intended to reflect the method by which the Wissahickon School District shall determine whether an employee qualifies and shall be considered to have "full-time status" for health care coverage to the extent required under the ACA. Additionally, the purpose of adopting this policy is to provide greater predictability for health plan coverage determinations. This policy is not intended to supersede any contractual obligations to provide health care coverage to certain District employees as may be set forth from time to time through collective bargaining agreements or other contracts approved by the Wissahickon School Board.

II. DEFINITIONS

- A. **Ongoing Employee** shall mean one who has been employed by the District for at least one complete Standard Measurement Period (SMP) as that period is discussed and defined in the Ongoing Employee look-back measurement method set forth below, in accordance with the definitions by the Internal Revenue Service (IRS).
- B. **Variable Hour Employee** shall mean an employee who, at the employee's start date, the District cannot determine whether the employee is reasonably expected to be employed, on average, at least 30 hours per week because the employee's hours are variable or otherwise uncertain, in accordance with the definitions by the Internal Revenue Service (IRS).
- C. **Seasonal Employee** shall mean an employee who is hired into a position for which the customary annual employment is six months or less; and for purposes of applying the look-back measurement method the period of employment for a Seasonal Employee shall begin each calendar year in approximately the same part of the year, such as summer or winter, in accordance with the definitions by the Internal Revenue Service (IRS).
- D. **Part-time Employee** shall mean an employee who the District reasonably expects to be employed, on average, less than 30 hours per week during the IMP, in accordance with the definitions by the Internal Revenue Service (IRS).

III. POLICY

- A. The Wissahickon School District as the employer is permitted to choose which method to use to determine "full-time" employee status for purposes of the ACA health care coverage

requirements. The method adopted in this policy is intended to serve as the minimum standards for determining “full-time” status. The Wissahickon School District is permitted to treat additional employees as full-time employees for health care coverage purposes, and may do so from time to time through collective bargaining agreements, individual contracts or other appropriate means as approved by the Wissahickon School Board.

B. Measurement Method

- a. The District offers coverage under its health plan (Plan) to “full-time” employees. A “full-time” employee is an employee who is employed, on average, for at least 30 hours of service per week. “Full-time” employees may also elect coverage for their spouses and dependent children in accordance with any applicable Collective Bargaining Agreement and/or health benefit plan.
- b. The District will use a look-back measurement method to determine whether an employee is a “full-time” employee for purposes of Plan coverage and for purposes of the Affordable Care Act. The look-back measurement method adopted in this policy is based on Internal Revenue Service (IRS) final regulations under the Affordable Care Act (ACA).
- c. This look-back measurement method shall apply to all District employees.
- d. This look-back measurement method shall involve three different periods:
 - i. A measurement period for counting an employee’s hours of service, which is also called a Standard Measurement Period (SMP) or an Initial Measurement Period (IMP) as applicable;
 - ii. A stability period when the employee is either treated as full-time or non-full-time for Plan eligibility purposes; and
 - iii. An administrative period that allows time for Plan enrollment.
- e. The District establishes how long these periods will last, subject to specified IRS parameters. The District intends to follow the IRS final regulations (including any subsequent guidance issued by the IRS on the look-back measurement method) when administering the look-back measurement method to the extent required by law or reasonably feasible.
- f. District employees shall fall within one of three categories for purposes of applying the look-back measurement method: (1) Ongoing Employees; (2) New Variable hour, Seasonal or Part-time Employees; or (3) Rehired Employees and Employees Returning from Unpaid Leave. The look-back measurement method for each of these three categories shall be as follows:
 - i. The District establishes how long these periods will last, subject to specified IRS parameters. The District intends to follow the IRS final regulations (including any subsequent guidance issued by the IRS on the look-back measurement method) when administering the look-back measurement method to the extent required by law or reasonably feasible.
 - ii. District employees shall fall within one of three categories for purposes of applying the look-back measurement method: (1) Ongoing Employees; (2) New Variable hour, Seasonal or Part-time Employees; or (3) Rehired Employees and Employees Returning from Unpaid Leave. The look-back measurement method for each of these three categories shall be as follows: coverage for Ongoing Employees enrolled in coverage because of their full-time status during a prior measurement period.
- g. New Variable Hour, Seasonal or Part-time Employees

- i. For new Variable Hour Employees, New Seasonal Employees and New Part-time Employees the District shall determine full-time status by measuring their hours of service during an initial measurement period (or IMP).
 - ii. Similar to the look-back measurement method for Ongoing Employees, the look-back measurement method for new Variable Hour Employees, Seasonal Employees and Part-time Employees shall utilize the same stability period as set forth for Ongoing Employees in order to determine when coverage may need to be provided, depending on the Variable Hour Employee's, Seasonal Employee's or Part-time Employee's hours of service during the IMP. The same administrative period as set for Ongoing Employees shall also be used to make eligibility determinations, notify, and enroll Variable Hour Employees, Seasonal Employees and Part-time Employees.
- h. Rehired Employees and Employees Returning from Unpaid Leave
- i. For Rehired Employees and Employees Returning from Unpaid Leave, the following rules shall apply:
 1. If a Rehired Employee or Employee Returning from Unpaid Leave goes at least 13 consecutive weeks without an hour of service and then earns an hour of service, he or she is treated as a new employee for purposes of determining the employee's full-time status under the look-back measurement method. The District shall apply a rule of parity for periods of less than 13 weeks. Under this rule of parity, an employee is treated as a new employee if the period with no credited hours of service is at least four weeks long and is longer than the employee's period of employment immediately before the period with no credited hours of service.
 2. For an employee who is treated as a continuing employee, the measurement and stability periods that would have applied to the employee had he or she not experienced the break in service will continue to apply upon the employee's resumption of service.
 3. In addition, a special averaging method applies when measurement periods include special unpaid leave (that is, leave under the Family and Medical Leave Act (FMLA) or the Uniformed Services Employment and Reemployment.

IV. DELEGATION OF AUTHORITY

The District will notify its school personnel, administrators, and other employees of this policy by publishing the same in the employee handbook or other appropriate means determined by the Superintendent or the Superintendent's designee.

V. REFERENCES

26 C.F.R.
 §54.498H-3
 24 P.S. 2-211
 24 P.S. 5-515

24 P.S. 5-513



**SECTION: ADMINISTRATIVE
EMPLOYEES**

POLICY: #352

TITLE: VEHICLE CONTROL

ADOPTED: December 5, 1983

REVISED:

LAST REVIEWED:

I. PURPOSE

This policy is for admission, control, and movement of vehicles, and parking on school property.

II. DEFINITIONS

A vehicle shall be defined in accordance with the Motor Vehicle Code of Pennsylvania which identified any mechanical, moving machine from tricycles to trucks. This includes snowmobiles, field bikes, go-carts, motorcycles, etc.

III. POLICY

- A. The Board of School Directors will comply with all the Pennsylvania provisions of the Vehicle Code and any local ordinance for the admission, control, movement and the parking of vehicles.
- B. In addition, no person in or on a vehicle shall be allowed to use any school property except on normal school business.
- C. The local police shall be requested to enforce this policy to the fullest extent to protect the school property from misuse.

IV. DELEGATION OF AUTHORITY

NONE

V. REFERENCES

Motor Vehicle Code of Pennsylvania

Wissahickon School
District
Ambler, Pennsylvania 19002

**SECTION: PROFESSIONAL
EMPLOYEES**

**TITLE: Drug, Alcohol, and
Substance Abuse**

FIRST READING: June 21, 2004
SECOND READING: August 16, 2004
ADOPTED: August 16, 2004
REVISED

I. Purpose

The Board recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical and social implications for the whole school community and is concerned about the problems as they relate to an employee's safety, efficiency and productivity.

The primary purpose and justification for any District action will be for the protection of the health, safety and welfare of pupils, staff and school property.

II. Definitions

Drugs and Alcohol - shall include but not by way of limitation alcohol, malt beverages, and any drug or substance outlined in the Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. § 780-101, etc, as amended.

Conviction - A finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or State criminal drug statute.

Criminal Drug Statute - A federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.

Drug-free Workplace - The site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.

**SECTION: PROFESSIONAL
EMPLOYEES**

**TITLE: Drug, Alcohol, and
Substance Abuse**

III. Authority

The Board requires that each professional employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

An employee convicted of delivery of or possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the District.

A statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of alcohol, drugs or controlled substances is prohibited in the employee's workplace shall be provided by the Director of Personnel, and shall specify the actions that will be taken with respect to an employee for violation of this policy, up to and including termination and referral for prosecution.

Disciplinary Action- Any employee who, as a result of reasonable suspicion testing, has produced a result indicating an alcohol concentration of more than 0.02, or who has received a controlled substance test from a medical review officer indicating a verified positive result, shall be subject to discipline, up to and including immediate termination and referral for prosecution.

Grantors of funds shall be notified within ten (10) days after receiving notice from an employee or receiving actual notice of a conviction.

The District shall be responsible for taking action within thirty (30) days of receiving notice, with respect to any convicted employee

The District shall take appropriate personnel action up to and including termination.

**SECTION: PROFESSIONAL
EMPLOYEES**

**TITLE: Drug, Alcohol, and
Substance Abuse**

IV. Delegation of Responsibility

The Board authorizes the Superintendent or his/her designee to establish appropriate guidelines and procedures to implement this policy and insuring the District's compliance with applicable law.

Recommended for Deletion

No. 452

Wissahickon School
District
Ambler, Pennsylvania 19002

SECTION: BUSINESS
(3000)
TITLE: VEHICLE* CONTROL

FIRST READING: November 28, 1983
SECOND READING: December 5, 1983
ADOPTED: December 5, 1983
REVISED:

This policy is for admission, control, and movement of vehicles, and parking on school property.

The Board of School Directors will comply with all the Pennsylvania provisions of the Vehicle Code and any local ordinance for the admission, control, movement and the parking of vehicles.

In addition, no person in or on a vehicle shall be allowed to use any school property except on normal school business.

The local police shall be requested to enforce this policy to the fullest extent to protect the school property from misuse.

*A vehicle shall be defined in accordance with the Motor Vehicle Code of Pennsylvania which identified any mechanical, moving machine from tricycles to trucks. This includes snowmobiles, field bikes, go-carts, motorcycles, etc.

Wissahickon
School District
Ambler, Pennsylvania 19002

No. 457

SECTION: Professional Employees

**TITLE: Look-Back Measurement Method
For Health Plan Eligibility Under
The Affordable Care Act**

FIRST READING: November 23, 2015

SECOND READING: December 14, 2015

ADOPTED: December 14, 2015

REVISED:

<p>1. Purpose</p>	<p>The Wissahickon School District adopts this policy in acknowledgment of the District’s obligations to provide certain health care coverage to certain employees deemed to be “full-time” employees as defined in the Affordable Care Act (ACA). This policy is intended to reflect the method by which the Wissahickon School District shall determine whether an employee qualifies and shall be considered to have “full-time status” for health care coverage to the extent required under the ACA. Additionally, the purpose of adopting this policy is to provide greater predictability for health plan coverage determinations. This policy is not intended to supersede any contractual obligations to provide health care coverage to certain District employees as may be set forth from time to time through collective bargaining agreements or other contracts approved by the Wissahickon School Board.</p>
<p>2. Authority 26 C.F.R. §54.498H-3; 24 P.S. 2-211; 24 P.S. 5-515; 24 P.S. 5-513.</p>	<p>The Wissahickon School District as the employer is permitted to choose which method to use to determine “full-time” employee status for purposes of the ACA health care coverage requirements. The method adopted in this policy is intended to serve as the minimum standards for determining “full-time” status. The Wissahickon School District is permitted to treat additional employees as full-time employees for health care coverage purposes, and may do so from time to time through collective bargaining agreements, individual contracts or other appropriate means as approved by the Wissahickon School Board.</p>
<p>3. Publication</p>	<p>The District will notify its school personnel, administrators, and other employees of this policy by publishing the same in the employee handbook or other appropriate means determined by the Superintendent or the Superintendent’s designee.</p>

Recommended for Deletion

<p>4. Definitions</p>	<p>Ongoing Employee shall mean one who has been employed by the District for at least one complete Standard Measurement Period (SMP) as that period is discussed and defined in the Ongoing Employee look-back measurement method set forth below.</p> <p>Variable Hour Employee shall mean an employee who, at the employee's start date, the District cannot determine whether the employee is reasonably expected to be employed, on average, at least 30 hours per week because the employee's hours are variable or otherwise uncertain.</p> <p>Seasonal Employee shall mean an employee who is hired into a position for which the customary annual employment is six months or less; and for purposes of applying the look-back measurement method the period of employment for a Seasonal Employee shall begin each calendar year in approximately the same part of the year, such as summer or winter.</p> <p>Part-time Employee shall mean an employee who the District reasonably expects to be employed, on average, less than 30 hours per week during the IMP.</p>
<p>5. Measurement Method</p>	<p>The District offers coverage under its health plan (Plan) to "full-time" employees. A "full-time" employee is an employee who is employed, on average, for at least 30 hours of service per week. "Full-time" employees may also elect coverage for their spouses and dependent children in accordance with any applicable Collective Bargaining Agreement and/or health benefit plan.</p> <p>The District will use a look-back measurement method to determine whether an employee is a "full-time" employee for purposes of Plan coverage and for purposes of the Affordable Care Act. The look-back measurement method adopted in this policy is based on Internal Revenue Service (IRS) final regulations under the Affordable Care Act (ACA).</p> <p>This look-back measurement method shall applies to all District employees.</p> <p>This look-back measurement method shall involves three different periods:</p> <ol style="list-style-type: none">1. A measurement period for counting an employee's hours of service, which is also called a Standard Measurement Period (SMP) or an Initial Measurement Period (IMP) as applicable;2. A stability period when the employee is either treated as full-time or non-full-time for Plan eligibility purposes; and3. An administrative period that allows time for Plan enrollment.

Recommended for Deletion

The District establishes how long these periods will last, subject to specified IRS parameters. The District intends to follow the IRS final regulations (including any subsequent guidance issued by the IRS on the look-back measurement method) when administering the look-back measurement method to the extent required by law or reasonably feasible.

District employees shall fall within one of three categories for purposes of applying the look-back measurement method: (1) Ongoing Employees; (2) New Variable hour, Seasonal or Part-time Employees; or (3) Rehired Employees and Employees Returning from Unpaid Leave. The look-back measurement method for each of these three categories shall be as follows:

1. Ongoing Employees

For Ongoing Employees, the District shall determine full-time status by looking at a standard measurement period (SMP) lasting 12 consecutive months starting on November 1 of a calendar year and ending on October 31 of the next calendar year. An Ongoing Employee's hours of service during the above SMP will determine his or her Plan eligibility for the stability period that follows the SMP.

If an Ongoing Employee was employed, on average, for at least 30 hours of service per week during the SMP, the employee is treated as a full-time employee for a set period into the future, known as the stability period. This means that, as a general rule, the employee is eligible for Plan coverage during the stability period, regardless of the employee's number of hours of service during the stability period, as long as he or she remains an employee.

The final IRS regulations include an exception for certain employees who have been continuously offered Plan coverage and who transfer to part-time positions during the stability period. If certain conditions are met, Plan eligibility for these transferred employees may end during a stability period. The District intends to follow applicable IRS guidance, including the rules for changes in employment status, when administering this look-back measurement method.

If an Ongoing Employee was not employed, on average, for at least 30 hours of service per week during the SMP, the employee shall not be treated as a full-time employee during the stability period, regardless of the employee's number of hours of service during the stability period.

The stability period shall begin January 1 and continue through December 31 of the same calendar year.

The District also uses an administrative period between the SMP and the stability period. The administrative period begins November 1 and continues through December 31 of the same calendar year. The administrative period is intended to overlap with the prior stability period so as to prevent any gaps in

coverage for Ongoing Employees enrolled in coverage because of their full-time status during a prior measurement period.

2. New Variable Hour, Seasonal or Part-time Employees

For new Variable Hour Employees, New Seasonal Employees and New Part-time Employees the District shall determine full-time status by measuring their hours of service during an initial measurement period (or IMP).

Similar to the look-back measurement method for Ongoing Employees, the look-back measurement method for new Variable Hour Employees, Seasonal Employees and Part-time Employees shall utilize the same stability period as set forth for Ongoing Employees in order to determine when coverage may need to be provided, depending on the Variable Hour Employee's, Seasonal Employee's or Part-time Employee's hours of service during the IMP. The same administrative period as set for Ongoing Employees shall also be used to make eligibility determinations and notify and enroll Variable Hour Employees, Seasonal Employees and Part-time Employees.

3. Rehired Employees and Employees Returning from Unpaid Leave

For Rehired Employees and Employees Returning from Unpaid Leave, the following rules shall apply:

- a) If a Rehired Employee or Employee Returning from Unpaid Leave goes at least 13 consecutive weeks without an hour of service and then earns an hour of service, he or she is treated as a new employee for purposes of determining the employee's full-time status under the look-back measurement method. The District shall apply a rule of parity for periods of less than 13 weeks. Under this rule of parity, an employee is treated as a new employee if the period with no credited hours of service is at least four weeks long and is longer than the employee's period of employment immediately before the period with no credited hours of service.
- b) For an employee who is treated as a continuing employee, the measurement and stability periods that would have applied to the employee had he or she not experienced the break in service will continue to apply upon the employee's resumption of service.
- c) In addition, a special averaging method applies when measurement periods include special unpaid leave (that is, leave under the Family and Medical Leave Act (FMLA) or the Uniformed Services Employment and Reemployment.

Wissahickon
School District
Ambler, Pennsylvania 19002

No. 547

SECTION: Classified Employees

**TITLE: Look-Back Measurement Method
For Health Plan Eligibility Under
The Affordable Care Act**

FIRST READING: November 23, 2015

SECOND READING: December 14, 2015

ADOPTED: December 14, 2015

REVISED:

<p>1. Purpose</p>	<p>The Wissahickon School District adopts this policy in acknowledgment of the District’s obligations to provide certain health care coverage to certain employees deemed to be “full-time” employees as defined in the Affordable Care Act (ACA). This policy is intended to reflect the method by which the Wissahickon School District shall determine whether an employee qualifies and shall be considered to have “full-time status” for health care coverage to the extent required under the ACA. Additionally, the purpose of adopting this policy is to provide greater predictability for health plan coverage determinations. This policy is not intended to supersede any contractual obligations to provide health care coverage to certain District employees as may be set forth from time to time through collective bargaining agreements or other contracts approved by the Wissahickon School Board.</p>
<p>2. Authority 26 C.F.R. §54.498H-3; 24 P.S. 2-211; 24 P.S. 5-515; 24 P.S. 5-513.</p>	<p>The Wissahickon School District as the employer is permitted to choose which method to use to determine “full-time” employee status for purposes of the ACA health care coverage requirements. The method adopted in this policy is intended to serve as the minimum standards for determining “full-time” status. The Wissahickon School District is permitted to treat additional employees as full-time employees for health care coverage purposes, and may do so from time to time through collective bargaining agreements, individual contracts or other appropriate means as approved by the Wissahickon School Board.</p>
<p>3. Publication</p>	<p>The District will notify its school personnel, administrators, and other employees of this policy by publishing the same in the employee handbook or other appropriate means determined by the Superintendent or the Superintendent’s designee.</p>

Recommended for Deletion

<p>4. Definitions</p>	<p>Ongoing Employee shall mean one who has been employed by the District for at least one complete Standard Measurement Period (SMP) as that period is discussed and defined in the Ongoing Employee look-back measurement method set forth below.</p> <p>Variable Hour Employee shall mean an employee who, at the employee's start date, the District cannot determine whether the employee is reasonably expected to be employed, on average, at least 30 hours per week because the employee's hours are variable or otherwise uncertain.</p> <p>Seasonal Employee shall mean an employee who is hired into a position for which the customary annual employment is six months or less; and for purposes of applying the look-back measurement method the period of employment for a Seasonal Employee shall begin each calendar year in approximately the same part of the year, such as summer or winter.</p> <p>Part-time Employee shall mean an employee who the District reasonably expects to be employed, on average, less than 30 hours per week during the IMP.</p>
<p>5. Measurement Method</p>	<p>The District offers coverage under its health plan (Plan) to "full-time" employees. A "full-time" employee is an employee who is employed, on average, for at least 30 hours of service per week. "Full-time" employees may also elect coverage for their spouses and dependent children in accordance with any applicable Collective Bargaining Agreement and/or health benefit plan.</p> <p>The District will use a look-back measurement method to determine whether an employee is a "full-time" employee for purposes of Plan coverage and for purposes of the Affordable Care Act. The look-back measurement method adopted in this policy is based on Internal Revenue Service (IRS) final regulations under the Affordable Care Act (ACA).</p> <p>This look-back measurement method shall applies to all District employees.</p> <p>This look-back measurement method shall involves three different periods:</p> <ol style="list-style-type: none">1. A measurement period for counting an employee's hours of service, which is also called a Standard Measurement Period (SMP) or an Initial Measurement Period (IMP) as applicable;2. A stability period when the employee is either treated as full-time or non-full-time for Plan eligibility purposes; and3. An administrative period that allows time for Plan enrollment.

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- c) In addition, a special averaging method applies when measurement periods include special unpaid leave (that is, leave under the Family and Medical Leave Act (FMLA) or the Uniformed Services Employment and Reemployment.

Recommended for Deletion

No. 552

Wissahickon School
District
Ambler, Pennsylvania 19002

SECTION: BUSINESS
(3000)
TITLE: VEHICLE* CONTROL

FIRST READING: November 28, 1983
SECOND READING: December 5, 1983
ADOPTED: December 5, 1983
REVISED:

This policy is for admission, control, and movement of vehicles, and parking on school property.

The Board of School Directors will comply with all the Pennsylvania provisions of the Vehicle Code and any local ordinance for the admission, control, movement and the parking of vehicles.

In addition, no person in or on a vehicle shall be allowed to use any school property except on normal school business.

The local police shall be requested to enforce this policy to the fullest extent to protect the school property from misuse.

*A vehicle shall be defined in accordance with the Motor Vehicle Code of Pennsylvania which identified any mechanical, moving machine from tricycles to trucks. This includes snowmobiles, field bikes, go-carts, motorcycles, etc.