

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

This Agreement entered into this 1st day of July, 2016, by and between 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 and principal place of business located at 1000 Kelton Avenue, Pittsburgh, Allegheny County, Pennsylvania, (hereafter "the School District")

AND

BETH ANN PADDEN, (hereafter, "Ms. Padden" or "School Security Guard").

WHEREAS, the School District has determined that its interest in providing a safe school environment will be enhanced by the employment of an individual to serve as a School Security Guard; and

WHEREAS, the School Security Guard has represented to the School District that she possesses the necessary training and qualifications to serve in this position, and that she is available and willing to accept re-employment with the School District as its School Security Guard, in accordance with certain mutually agreed upon terms and conditions.

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:

1. Qualifications of the Position

06/08/2016

Prior to continued employment with the School District as its School Security Guard, Ms. Padden shall:

- (a) provide or ensure she has already provided appropriate criminal record and child abuse clearances;
- (b) provide or ensure she has already provided all background check forms required by the School Code, 24 P.S. § 1-111, as amended; and
- (c) provide or ensure she has already provided satisfactory results of the mandatory physical examination and drug test.
- (d) maintain the certification in compliance with the Pennsylvania Lethal Weapons Act 235 to carry a firearm.

2. Duties of the Position

The parties agree that the duties of the School Security Guard shall be as set forth in the Job Description attached hereto as Exhibit A.

3. Term of Employment

The term of employment of the School Security Guard shall begin on the first student day of the 2016/2017 school year and shall continue through June 30, 2019, unless terminated earlier due to budgetary constraints or because of identified deficiencies in the School Security Guard's performance in this position.

The School District and Ms. Padden agree that Ms. Padden has no expectation of continued employment as the School Security Guard with the School District past June 30, 2019.

4. Termination

- (a) The decision to terminate the employment of the School Security Guard due to budgetary constraints shall rest solely and exclusively with the School District, acting through its Board of Directors. 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.
- (b) The decision to terminate the employment of the School Security Guard because of identified deficiencies in her performance shall be made by the Board of School Directors, in accordance with the procedural and substantive provisions of The Public School Code of 1949, as amended, including but not limited to Section 5-514 thereof, and in accordance with the Local Agency Law.
- (c) Nothing in this section shall be construed to preclude the School District from employing other security personnel as the School District deems necessary.

5. Work Year/Work Day

- (a) The work year for the School Security Guard 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 duty free thirty (30) minute duty-free lunch period.

6. Compensation and Benefits

In consideration for the performance of duties set forth herein, the School Security Guard shall:

- (a) Receive an annual salary of Thirty-Three Thousand and 00/100 Dollars (\$33,000),

subject to applicable withholding, including but not limited to, contributions into the Public School Employee Retirement System, and taxes, said salary to be paid on the same schedule as salary is paid to the District's twelve (12) month employees. The annual salary shall be subject to such increases, if any, as shall be recommended by the Superintendent upon consultation with the School Police Officer/Safety Coordinator and following approval by the Board of School Directors;

- (b) The parties further agree that during the 2016/2017, 2017/2018, and 2018/2019 school years, if the Security Guard receives an assessment of satisfactory or better for her job performance, she shall receive at least a salary increase of 3% for the subsequent school year, based upon the recommendation of the School Police Officer/Safety Coordinator and following approval by the Board of School Directors;
- (c) In the event that the School Security Guard receives an unsatisfactory assessment, she shall receive no salary increase for the following school year, provided, however, that such gross salary shall not be less than the gross salary established for the immediately preceding school year, except upon her consent;
- (d) Any adjustment in the gross salary of the School Security Guard 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 School Security Guard into a new Agreement, or in any manner as extending the anticipated termination date of this Agreement.
- (e) The gross salary payable to the School Security Guard 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.

- (f) Be entitled to ten (10) paid sick leave days per year, which may accumulate from year to year without limit. Upon retirement from the School District and from the Public School Employees' Retirement System, Ms. Padden shall receive Thirty and no/100 (\$30.00) Dollars per day for each unused sick day, to a maximum of Four Thousand Five Hundred (\$4,500.00) Dollars.
- (g) Be entitled to three (3) personal leave days per year, which days shall not accumulate from year to year, and which will convert to sick days if not used by June 30th of each year.
- (h) Be entitled to medical, dental and vision insurance and will pay 10% of the premium.
- (i) Be entitled to pay the full premium of medical insurance after retirement and until age 65 on terms and conditions detailed in the master policies and contracts agreed upon by the Board of School Directors;
- (j) Be entitled to life insurance in the amount of Twenty Thousand and 00/100 (\$20,000.00) Dollars to cover her death while in the line of performing duties for the School District;
- (k) Be entitled to purchase life insurance at the School District rate and at her own expense upon retirement if she so chooses;
- (l) When acting within the scope of her duties as an employee of the School District, be entitled to all the rights and benefits accruing therefrom, including but not limited to, coverage as an employee under the School District's liability insurance policies;
- (m) Be entitled to legal leave (jury duty and witness duty) and excused without deduction of salary provided that she pays over to the District any sum received for such service as a

juror, exclusive of reimbursement for travel expenses. If she is subpoenaed to serve as a witness in a court proceeding, she shall be excused without deduction of salary for the time necessary to fulfill the obligations outlined in the subpoena, provided that she is not a party in interest in the legal proceeding. If the legal proceeding resulted from District employment, she will suffer no deduction of salary.

(n) Be entitled to bereavement leave as follows:

Three (3) days leave will be granted for a death in the immediate family; including father, mother, brother, sister, spouse, child, grandparent, grandchild, parent-in-law, daughter/son-in-law, sister/brother-in-law, or near relative residing in the same household as Ms. Padden. When special circumstances so dictate, this may be extended to five (5) days upon pre-approval of the Superintendent or his/her designee.

Two (2) days for the death of a near relative.

A maximum of one (1) day for the death of a friend with bonds so close that good taste demands attendance at the funeral. Such absence must be pre-approved by the Superintendent or his/her designee.

7. Miscellaneous

(a) This Contract constitutes the entire understanding of the parties; there are no understandings not contained herein.

(b) Any modification of this Contract must be in writing, executed by Ms. Padden and officially approved by the School District's Board of School Directors at a duly advertised, public meeting.

(c) This Contract shall be subject to, and shall be interpreted in accordance with the laws of the Commonwealth of Pennsylvania.

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

ATTEST:

KEYSTONE OAKS SCHOOL DISTRICT

Sharon Gologram, Secretary
Board of School Directors

Patricia A. Shaw, President
Board of School Directors

ATTEST:

Witness

Beth Ann Padden

EXHIBIT A

**KEYSTONE OAKS SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: Security Monitor
Eight (8) Hours /Working Day While School is in Session

DEPARTMENT: Keystone Oaks School District

REPORTS TO: School Police Officer/Safety Coordinator

PREPARED BY: Superintendent **DATE:** June 2016

APPROVED BY: School Board **DATE:**

SUMMARY

Be responsible for the care of the school building and grounds in order to create a safe and healthy environment for students, staff, visitors and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enforce student disciplinary code
- Patrol school grounds including parking lots
- Patrol interior of building including, but not limited to halls, restrooms and locker areas
- Assist visitors as needed
- Escort unauthorized visitors from site
- Attend disciplinary proceedings and other meetings as directed
- Enforce site traffic pattern and parking regulations
- Maintain high visibility during routine operating hours
- Submit weekly reports of major incidents to appropriate administrators
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES - None

QUALIFICATION REQUIREMENTS

- Maintain the certification with the Pennsylvania Lethal Weapons Act 235 to carry a firearm.
- College degree and/or experience preferred
- Current Act 34, Act 114, Act 151 Clearances
- Demonstration of aptitude for successful completion of assigned tasks

EDUCATION AND/OR EXPERIENCE

College degree and/or other training/experience deemed acceptable by the District.

LANGUAGE SKILLS

Employee should be capable of reading, writing and comprehension of the English language.

MATHEMATICAL SKILLS

Proficient in addition, subtraction, multiplication and division.

REASONING ABILITY

- Employee should be capable of making position-related decisions with minimal supervision.
- Employee shall understand most aspects of other educational/support positions so that he/she may be capable of assisting District personnel as assigned.

PHYSICAL DEMANDS

Capable of walking/running

WORK ENVIRONMENT

Employee shall be prepared to work inside and outside at all times.