



**NORTH ALLEGHENY  
SCHOOL DISTRICT**

<b>SECTION:</b>	<b>PROFESSIONAL EMPLOYEES</b>
<b>TITLE:</b>	<b>SALARIES AND BENEFITS</b>
<b>ADOPTED:</b>	<b>03/27/2019</b>
<b>REVISED:</b>	

**428 – SALARIES AND BENEFITS**

**Section 1. Schedules**

Schedules for employees’ salaries and benefits shall be established and maintained on a current up-to-date basis.

**Section 2. Regular Contract**

Each professional employee’s contract shall set forth the salary at time of employment and any other terms as shall be pertinent.

a. Individual Requests for Salary Adjustment

1. When a teacher receives a higher degree (Baccalaureate or Masters), she/he should present evidence of same to the Director of Human Resources prior to September 15 so that the salary increment may be received in accordance with the School Laws of Pennsylvania.
2. An official transcript must be received by December 15.

b. Fringe Benefits

All full-time employees of the School District shall be eligible for fringe benefits as established by the Board. Part-time employees shall receive those benefits provided by law, or Board Policy, and/or Collective Bargaining Agreements.

**Section 3. Supplemental Contracts**

Supplemental contracts shall be issued to those employees who assume specific duties in addition to those included under their regular contracts.

a. Payment of Supplemental Contracts

1. Supplemental contract holders may elect to receive fifty percent (50%) of their supplemental contract pay midway through the time period during which the employee is performing the duties specified in said contract,

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provided the contract is for at least thirteen hundred fifty dollars (\$1,350) or the duration of the activity is at least one hundred twenty (120) calendar days.

2. Otherwise, supplemental contracts shall be paid after the completion of the activity and fulfillment of duties.

b. Remuneration for Homebound Instruction

Employees assigned to homebound instruction shall be compensated at a rate set forth by the School Board.

c. Mileage

Employees using their vehicles on official school business will be reimbursed at the current rate for mileage.

1. An Expense Report, which is the basis for reimbursement for mileage driven, shall be submitted electronically to the District Business Office monthly for the preceding month's travel.
2. Reimbursement for local travel shall be based on actual mileage or the official mileage between schools as identified on the North Allegheny School District Inter-school Mileage form, or a combination thereof.
3. Where there are expenses other than mileage to be reported, claims must be accompanied by vouchers and/or receipts.

**References:**

School Code – Section 1144

**Replaces Policy:**

5160