

ADMINISTRATOR COMPENSATION/EVALUATION PLAN

The Board of School Directors of Annville-Cleona School District adopts the following Administrator Compensation Plan pursuant to the "Public School Code of 1949", as amended, Section 1164. The Board recognizes the importance of maintaining an effective Management Team to strengthen the administration and educational programs of the district, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the Team.

TERM OF COMPENSATION PLAN

This plan is effective July 1, 2013, through June 30, 2017.

DEFINITIONS

The term "administrator" shall include the following positions: Assistant to the Superintendent, Director of Technology, Director of Buildings and Grounds, Director of Special Education, Secondary School Principal, Assistant Secondary School Principal, Assistant Secondary School Principal/Athletic Director, and Elementary Principal(s).

SALARY AND OTHER COMPENSATION

Salary compensation for administrators, rated as satisfactory or above shall be increased specifically as listed in Appendix 1. In general, Act 93 employee salary increases are as follows:

Year 1	2.5% increase + potential merit award
Year 2	2.5% increase + potential merit award
Year 3	2.5% increase + potential merit award
Year 4	2.5% increase + potential merit award

The board has designated the amount of \$5,000 annually as the total merit award amount to be divided among administrators who exhibit exemplary performance regarding goal achievement. A merit award is based on the recommendation of the Superintendent and shall be added to the base salary.

EVALUATION

Each administrator shall be evaluated by the Superintendent on or before July 1 of each year. Criteria for the Evaluation of Management Personnel shall be a Job Performance Review.

VACATIONS

The vacation determining period runs from July 01 to June 30 each year. The following conditions in the Annville-Cleona School District describe the vacation eligibility requirements for administrative personnel:

- A. 12 months administrators will be granted **20** days of paid vacation on July 1 of each year.
- B. 10 months administrators will be granted **10** days of paid vacation on July 1 of each year.
- C. Administrators may accumulate up to one additional year (**20 days or 10 days**) of vacation.
- D. With prior approval of the Superintendent, vacations may be taken at the option of the administrator.

MEMBERSHIP DUES

The Board of Education agrees to pay costs of dues for each administrator associated with one local, state and national association. In addition, the Board of Education agrees to pay cost of dues for district membership in state and federal programs.

ATTENDANCE AT PROFESSIONAL MEETINGS

- A. Administrators may attend education conferences, conventions and workshops upon approval by the Superintendent.
- B. Reasonable expenses incurred in such attendance shall be paid from the school district funds and should be built into the appropriate administrator's budget.

EXPENSES

- A. When administrators, in the performance of their duties, are required to perform work outside the Annville-Cleona School District, they shall be reimbursed for all necessary and reasonable expenses.
- B. If an administrator must use his/her personal vehicle in discharging the responsibilities of his/her position, he/she shall be reimbursed for reasonable expenses incurred therewith at the Board established rate.
- C. Cell phone expenses shall be reimbursed for each administrator to a maximum of \$100 a month.

RETIREMENT BENEFIT

An administrator shall have the following retirement benefits once eligible, applies for, and accepts PSERS benefits:

- A. The administrator can choose from one of the following two options: B or C.
- B. This benefit would be based upon unused days of sick leave. Lump sum pay for administrators upon retirement shall be made upon the following conditions:
 - 1. A period of continuous employment immediately prior to retirement of ten (10) or more years. No sick leave accumulated in any school district of prior employment shall apply.
 - 2. The administrator shall notify the Superintendent six (6) months in advance of termination of his/her employment.
 - 3. Payments shall not be considered reimbursement for, but based upon unused days of sick leave in accordance with the following schedule:
 - 10-19 years (inclusive) service at Annville-Cleona \$75 per day
 - 20-29 years (inclusive) service at Annville-Cleona \$100 per day
 - 30+ years (inclusive) service at Annville-Cleona \$125 per day
- C. Each administrator who has ten (10) years or more of continuous service in the Annville-Cleona School District, and who is eligible, applies for, and accepts retirement under the Pennsylvania School Retirement System, shall be given a retirement benefit of \$500 multiplied by the number of years of employment in the Annville-Cleona School District. This will be paid to the administrator upon retirement if the administrator notifies the Superintendent in writing of his/her intent to retire 6 months in advance of retirement. The notification date may be waived by the Superintendent where compelling circumstances for such waiver are present.
- D. The payment which is due to a retired employee (option B or C above) shall be deposited into a qualified 403(b) account established by the employee with an approved 403(b) plan vendor. The amount to be deposited to the employee's 403(b) account shall not exceed Section 415 limits. If the amount to be deposited would exceed Section 415 limits, the excess shall be deposited to the employee's 403(b) account in subsequent year(s).

LEAVES OF ABSENCE

- A. **Sabbatical leave** - Professional Development Leave shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate or omission. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Board, and be restricted to activities required by State regulation or law, or to improve professional competency. Administrators granted a sabbatical leave for study shall be eligible for tuition reimbursement for a maximum of fifteen (15) credits for a 1/2 year sabbatical or thirty (30) credits for a one year sabbatical.
- B. **Bereavement leave** - Bereavement leave shall be governed as provided in the Pennsylvania Public School Code of 1949, as amended.
- C. **Personal leave** - Each administrative employee shall be allocated three (3) days of absence with pay during each school year and may accumulate up to six (6) days of personal leave. Any additional time allocated would be at the discretion of the Superintendent.
- D. **Benefits During Leave of Absence** - Any administrator on unpaid leave of absence granted by the Board shall have the right to remain covered by fringe benefits if that employee reimburses to the district the cost of the premiums of such coverage at the prevailing group rate subject to the acceptability of the carriers. The administrator will be required to reimburse the district only if the unpaid leave of absence is not protected under the Family Medical Leave Act.
- E. **Sick Leave** - Sick leave will be granted to administrators at fifteen (15) days per year with unlimited accumulation. Of the fifteen (15) days of sick leave granted per year, three (3) days of sick leave may be used to care for ill family members (defined as spouse, children or parents). In any given contract year, no more than three (3) days of sick leave may be used to care for ill family members.

TUITION

The following requirements and conditions must be fulfilled to be eligible for reimbursement:

- A. All courses must be approved (utilizing the tuition reimbursement form) by the Superintendent prior to enrolling.
- B. Administrators must be employed with the district for no less than one (1) semester before earning any credits eligible for reimbursement.
- C. Credits shall be reimbursed including courses offered by the I.U., up to a maximum of 15 credits per year paid at the time of registration.
- D. Administrators must show proof of a grade of C or better at the completion of the course or reimburse the district for the full cost.

EMPLOYEE RECORDS

- A. An administrator shall have the right upon request to the Superintendent of Schools, to review the contents of his/her personnel file and to receive one copy of each item contained therein. An administrator shall be entitled to have a representative accompany him/her during such review.
- B. No material derogatory to an administrator's conduct, service, character, or personality shall be placed in his/her personnel file unless the administrator has had an opportunity to review the material. The administrator shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The administrator shall also have the right to submit a written answer to such material to the Superintendent of Schools and his/her answer shall be reviewed by the Superintendent and/or the Board President and attached to the file copy.

MEDICAL/HOSPITAL INSURANCE CO-PAYS

The Annville-Cleona School District will offer to the administrators, and their eligible dependents, including eligible dependent children of the employee who are certified according to law as follows:

- A. The District will continue to offer Health Care as made available through the Lebanon County Public Schools Health Care Consortium with the exception of the Classic plan. The employee’s monthly contribution percentage is as follows for medical/hospital insurance, dental care and vision care:

	Contribution
2013-2014:	11%
2014-2015:	12%
2015-2016:	13%
2016-2017:	14%

- B. The employee’s annual spousal contribution amount is as follows:

	Husband & Wife	Family with Spouse
2013-2014	\$550	\$850
2014-2015	\$650	\$950
2015-2016	\$750	\$1,050
2016-2017	\$850	\$1,150

- C. All new hires after July 1, 2013 are subject to the spousal rule as outlined in part D.
- D. If an employee’s spouse has individual coverage available from his/her own employer at a cost less than fifty-one percent (51%) of the spouse’s employer’s premium cost, he/she cannot be covered under the Annville-Cleona School District’s healthcare plan. If the spouse does not have individual coverage available or must pay fifty-one percent (51%) or more of his/her employer’s premium cost for individual coverage, he/she can receive coverage under the Annville-Cleona School District’s healthcare plan with the applicable contribution toward the premium. The employee’s spouse must certify eligibility in a format approved by the district prior to receiving dependent healthcare coverage. All spouses and their dependents have the option of purchasing medical/hospital insurance at the established cost rate from the district within thirty (30) days of employment or during open enrollment thereafter. The open enrollment period is currently the first week in November through mid December.
- E. In the event that professional employees and their spouses are both employed by the Annville-Cleona School District, each employee will have single coverage and will not be eligible for the opt-out payment (see F below). If the employees have additional dependents, then the employee whose birthday is first in the calendar year will be considered the primary party for a family medical/hospital insurance plan.
- F. Employees who opt out annually of the District health insurance (because they have health insurance through their spouse) shall receive \$2,000 for each year of the contract.
- G. Anyone who discontinues healthcare insurance coverage during an uncompensated leave may not re-enroll until the next open enrollment period or a qualifying event occurs.
- H. If the administrative contribution rates outlined above in A or B, or the spousal rule outlined in D and E are reduced or eliminated in an ACEA negotiated agreement during the terms of this contract, the Board agrees to reduce or eliminate the amounts and terms accordingly to reflect the terms in the ACEA agreement for the duration of the administrative agreement.

LIFE INSURANCE

For the duration of this agreement, the employer shall pay, for all full-time administrators, the premiums for a term life insurance and dismemberment plan of its selection as follows:

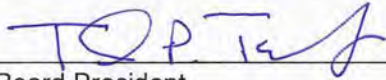
Dismemberment Protection \$50,000

Term Life Insurance 2 times the administrator's salary.


An administrator may have the option of purchasing additional term life insurance at no expense to the district.

LONG TERM DISABILITY

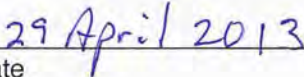
Each administrator is provided with income protection to the extent of 50% of monthly earnings up to a maximum of \$3,500 per month subject to insurability. All benefits granted to professional employees through collective bargaining which exceed those established in this plan shall immediately be applied to this plan. Nothing contained herein shall be construed to limit the responsibility or authority of the Board of Education of Anville-Cleona School District to direct and control its administrators.



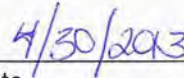
Board President



Administrator Act 93 Representative



Date



Date