

AVONWORTH SCHOOL DISTRICT

ACT 93

ADMINISTRATOR COMPENSATION PLAN

JULY 1, 2014 THROUGH JUNE 30, 2017

**AVONWORTH SCHOOL DISTRICT
ADMINISTRATOR COMPENSATION PLAN**

The following Administrator Compensation Plan was adopted by the Avonworth School board pursuant to Section 1164 of the Public School Code of 1949, Act 93 (24 P.S. § 11-1164).

I. LENGTH OF COMPENSATION PLAN

- 1.0 The length of this compensation plan shall begin July 1, 2014 and shall continue in full force and in effect until midnight June 30, 2017. Salaries for the length of the agreement will be based upon the evaluation scale listed in Section III.
- 1.1 During each year of this compensation plan, Administrators and the Personnel Committee of the School Board will meet no less than three (3) times to facilitate the two-way flow of information between all participants.

II. DEFINITIONS

Definition of Act 93 Employees and Designated Supervisors

- 2.0 The term “administrators” stated throughout this document shall include the following positions for the purpose of this plan:

Instructional

Senior High School Principal
Middle School Principal
Elementary Principal
Primary Center Principal
Assistant Principal
Director of Curriculum & Instruction
Director of Student Services

Non-Instructional

Supervisor of Buildings & Grounds
Maintenance Supervisor
Director of Athletics
Director of Food Service
Supervisor of Transportation/
Administrative Assistant
Payroll Manager
Director of Communications &
Public Relations

- 2.1 Definition of Program

Determination of these salaries is based upon good faith “meet and discuss” sessions with the Act 93 administrator group.

111. EVALUATIONS

3.0 Administrators shall be evaluated from time to time by the School District's Superintendent and/or designee, with at least one annual evaluation taking place prior to June 30th of each school year. For the purposes of this agreement, Act 93 personnel will be classified in two groups: those with instructional responsibility and those with non-instructional responsibility. The purposes of the performance assessment shall be as follows:

- A. To strengthen the working relationship between the Administrator And the Superintendent;
- B. Enhance Administrator's and School Board's effectiveness;
- C. Clarify for the Administrator the responsibilities the School Board and Superintendent rely upon him or her to fulfill;
- D. To discuss and establish the Administrator's goals for the ensuing year.

3.1 Act 93 Performance Evaluation Criteria

Evaluation Criteria

1. Position Description

Act 93 employees will be responsible for meeting all expectations as listed in their position description. Position descriptions will be evaluated by the supervisor and communicated to the employee. Act 93 employees with instructional responsibility will be evaluated with the state- mandated instrument. Non-instructional Act 93 personnel will be evaluated with an instrument designed to effectively evaluate their job performance.

2. Salary Increases

For the 2014 school year, administrative salaries will be as follows:

3.25% - Distinguished Performance – Clearly and consistently surpasses mutually agreed-upon objectives and job description so results have a significant impact. Creates original or innovative systems designed to promote district values, effective operations, and accountability. Exemplifies leadership and vision.

2.5% - Proficient Performance – Meets or occasionally surpasses mutually agreed-upon objectives and job description so results have a

positive impact. Consistently produces quality work that promotes district values, effective operations, and accountability.

1% - Needs Improvement – Performance shows deficiencies in attainment of established standards of the position description, individual goals, and requires improvement in order to meet school district expectations; individual is aware of deficiencies and is motivated to improve.

If a needs improvement rating is given, the individual will be re-evaluated in six months from the date of the annual review. If the result of the six month re-evaluation indicates the employee is improving, at the discretion of the superintendent, a 1% increase will be granted. Such increase will be retroactive from the date of the annual review.

0% - Failing –Results indicate less than quality work and little motivation to improve. Minimal evidence of establishing systems and procedures designed to promote district values, effective operations, or accountability. Failed to meet minimum requirement as outlined in objectives and job description or unable to provide evidence of meeting the objective.

*Percentage increases will be determined annually through a meet and discuss format.

IV. COMPENSATION

- 4.0 Newly hired Administrators, regardless of their position, will be paid a salary determined between the School Board and the newly hired Administrator. Any newly hired Administrator's (included promotion from teacher/support staff to Administrator) salary will be set at the sole discretion of the School Board.
- 4.1 Salaries are based upon a twelve (12) month work year.
- 4.2 Each year's salary cannot exceed the maximum for any given year, unless approved by the Board. Such approval is valid only for the year approval is given.
- 4.3 Effective as of July 1, 2015, administrators will be eligible for an annual compensation of up to five (5) unused vacation days at a rate of \$80.00 per day.

V. EMPLOYEE BENEFIT PLANS

All Administrators are eligible to participate in benefit plans as defined below.

Hospitalization, Medical, and Prescription Insurance

During the term of this agreement and commencing July 1, 2014 the District shall make available to Administrators all of the Medical Insurance Programs and options provided through the Allegheny County School Health Insurance Consortium. The District and the employees shall share the premium expense of the health insurance program per the Avonworth Education Association contract.

- A. Effective with the 2014-2015 school year, employees participating in ACSHIC shall make the following monthly contributions toward the medical insurance premium(s):

Chart A

	2014-2015
Family/ H/W Parent/Child(ren)	\$90
Individual	\$45

- B. Employees who choose to elect a plan for medical other than a plan with the lowest premium agree to pay the difference between the plan chosen and the plan with the lowest premium. The employee further agrees to pay the applicable premium expense of the total as specified in Chart A above.

Enrollment dates for employees or dependents shall be in accordance with the provisions of the Plan. Coverage shall terminate at the end of the month following the month in which employment is terminated, or following the last pay period if that is later.

Any difference between the premium of the plans chosen by the employee and the District contribution computed above, shall be paid by the employee through payroll deduction on a pre-tax basis (Section 125 c of the Internal Revenue Code).

The District shall make available various Flexible Spending Accounts. At a minimum, these will include a Medical and a Dependent Care Account. All contributions to any such accounts will be voluntary to the employee. The employer shall make no contributions to these accounts however shall pay any administrative fee charged by a third party administrator.

*Contributions toward medical insurance premiums will be determined annually through a meet and discuss format.

Dental Care Insurance

During the term of this Agreement, the District shall make available to Administrators the Blue Cross/Blue Shield basic dental care plan plus Riders A, B, C, and D, or equivalent or better coverage. The District will pay the annual premium for individual and dependent coverage. Enrollment dates for employees or dependents shall be in accordance with the provisions of the Plan. Coverage shall terminate at the end of the month following the month in which employment is terminated or following the last pay period if that is later.

Vision Care Insurance

During the term of this agreement, the District shall make available to Administrators the vision care insurance under the ACSHIC. The District will pay the annual premium for individual and dependent coverage. Enrollment dates for employees or dependents shall be in accordance with the provisions of the Plan. Coverage shall terminate at the end of the month following the month in which employment is terminated, or following the last pay period if that is later.

Life Insurance

Administrators are provided with life insurance in the amount of two times their base salary (rounded to the next higher \$1,000 if not a multiple of \$1,000) up to a maximum of \$150,000 at no cost to the Administrator.

Long Term Disability Insurance – Administrators are provided with long-term disability coverage in the amount of 50% of their monthly salary at no cost to the employee. Benefits will be provided by an insurance carrier and payment of benefits will be subject to provisions of the insurance contract.

Administrators are required to use all accumulated sick leave prior to receiving long-term disability benefits.

Paid Leave

Sick Leave and Accident – From the commencement of each fiscal year, each 12-month Administrator will receive twelve (12) sick days and each 10-month Administrator will receive ten (10) sick days. The unused portion of such allowances shall accumulate from year-to-year. Administrators shall not accrue additional sick and accident days during sabbatical leave or while on other

approved leaves (including extended sick leave). No payment of unused sick and accident days will be made for voluntary termination except for retirement.

Personal Days – From the commencement of each fiscal year, 12-month Administrators will receive three (3) personal days at the beginning of each fiscal year. A 12-month Administrator shall, at the end of each year, have two (2) unused personal days carried over to the next year as personal days. Any days in excess of two shall be carried over as sick days added to his or her accumulated unused sick or accident leave. In no event shall a 12-month Administrator take more than three (3) consecutive personal days. Ten-month Administrators will receive two (2) personal days at the beginning of each fiscal year. Any unused days shall be carried over as sick days added to his or her accumulated unused sick or accident leave.

Holidays – All 12-month Administrators shall be entitled to the following holidays: During the period from the first through the last teacher work day, the teachers' holiday schedule will be applicable to Administrators. In addition, all 12-month Administrators will also be granted a holiday on July 4.

Vacations – Twelve-month Instructional Administrators will be eligible for vacation as follows:

- Four (4) weeks vacation each year

All other Non-Instructional Act 93 employees will be eligible for vacation as follows:

- Two (2) weeks vacation during the first year of hire;
- Three (3) weeks vacation at the conclusion of the second year;
- Four (4) weeks vacation at the conclusion of the fourth year and each year thereafter.

In the event vacation days are not used by the end of the agreement year, the Administrator may transfer unused vacation days to sick and accident days. Unused vacation days cannot be carried over from year to year as vacation days.

If an Administrator terminates employment with the district during the agreement year, the Administrator is paid for any unused vacation days for that year according to the vacation schedule.

Bereavement Leave – Each Administrator is eligible to receive a paid bereavement leave according to the following schedule to attend the funeral or memorial service.

- Five (5) days for the death of a parent, current spouse or child.
- Three (3) days for the death of a brother, sister, sister-in-law, brother-in-law, current parent-in-law or any relative who is currently residing in the same household as the Administrator.
- One (1) day for grandfather, grandmother, grandchild, aunt, uncle, niece, nephew.

5.1 Professional Organizations – The district will reimburse up the three (3) individual memberships in professional organizations that are applicable to the Administrator’s area of concentration. Any district-wide or institutional memberships that the district participates in will not be included in the three (3) individual memberships. Application to apply for membership must be approved prior to registering for membership by the Superintendent or his designee and the Administrator’s immediate supervisor.

Professional Meetings – The District will reimburse the Administrator for actual costs incurred for attending conferences, workshops or seminars. Application to attend a professional meeting must be approved prior to registering for the meeting by the Superintendent or his designee and the Administrator’s immediate supervisor. Administrators may request to attend one state, one national, and local conference in their area of interest. Attendance at these conferences may be limited by specific factors or considerations and may be subject to procedures and policies of the district.

5.2 Death in Active Service – Upon death while actively employed by the District, the school district will pay the Administrator’s beneficiary eighty dollars (\$80) for each unused sick and accident day up to a maximum of 175 days.

5.3 Severance Pay – Upon retirement, the school district will pay the Administrator for each unused sick day up to a maximum of 175 days a fixed dollar amount based on the following table:

Unused Sick Days	0 to 100	101 to 125	126 to 150	151 to 175	176 to 200	201 to 225	226 to 250	251 and up
Rate of Reimbursement up to a maximum of	\$80	\$85	\$90	\$95	\$100	\$105	\$110	\$125

175 days								
Maximum severance payment	\$8,000	\$10,625	\$13,500	\$16,625	\$17,500	\$18,375	\$19,250	\$21,875

5.4 Tuition Reimbursement – An Instructional Administrator shall be reimbursed for tuition paid for certain post-baccalaureate courses commenced after the effective date of this Addendum and during the term of employment in the District, according to the following provisions:

A request for reimbursement shall be made on a form supplied by the District, which must be presented to and approved by the Superintendent prior to the commencement of the course.

Reimbursement for all courses is subject to the written pre-approval of the Superintendent.

To be acceptable for reimbursement a course must be within the Administrator’s assigned discipline in the District or of a nature considered by the Superintendent to be beneficial to the District, and must be from an institution which has been accredited by a recognized regional or national accrediting agency.

Graduate courses acceptable for purposes of the Administrator’s Level II certification, that is, for conversion of an Administrative I to an Administrative II, or courses acceptable for addition of Supervisor or Letter of Eligibility shall be deemed acceptable for reimbursement provided the Administrator continues to work in the Avonworth School District for at least two (2) years following the receipt of said certifications. If the Administrator resigns from the school district or is terminated for just cause before completing two (2) years of work following the receipt of said certifications, then the Administrator will return to the school district the full amount of tuition reimbursement received from the district.

For work completed throughout the period of this Addendum, tuition reimbursement shall be based on the University of Pittsburgh’s rate for graduate level courses and main campus related school charges. The amount of the reimbursement will be determined using the final grade received at the completion of each course as defined below:

- A or equivalent – 100% payment for each credit
- B or equivalent – 100% payment for each credit
- C or less – no payment

Other Benefits – All other benefits provided as an active employee terminates on the effective date of retirement.

For purposes of Section 5.3, retirement is defined as having five (5) years of service in Pennsylvania State Employee Retirement System (PSERS) and be at least age 55 as of your retirement date.


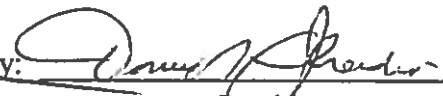
VI. MISCELLANEOUS

6.0 This document does not create an obligation of continued employment or supersedes the District's management rights, including the right to create or eliminate positions, transfer, suspend (furlough) or terminate any Administrator.

WITNESS the due execution hereof the day and the year aforesaid.

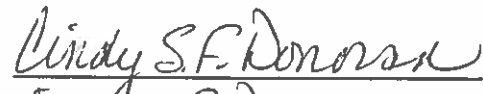
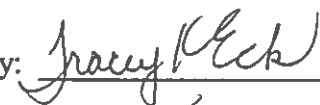
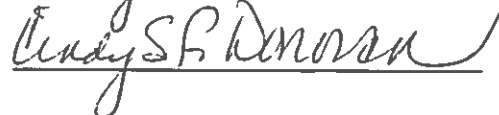
ATTEST:

AVONWORTH SCHOOL DISTRICT

By:  By: 
President

ATTEST:

ACT 93 REPRESENTATIVES

By:  By: 
By:  By: 