

**BUCKS COUNTY TECHNICAL SCHOOL**

**SCHOOL**

**ADMINISTRATORS**

**COMPENSATION**

**PLAN**

**JULY 1, 2015 TO JUNE 30, 2018**

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# SCHOOL ADMINISTRATORS COMPENSATION PLAN

July 1, 2015 to June 30, 2018

COMPENSATION PLAN OF THE JOINT BOARD COMMITTEE OF THE BUCKS COUNTY TECHNICAL SCHOOL FOR THE SCHOOL ADMINISTRATORS EMPLOYED BY THE SCHOOL.

BE IT AND IT IS HEREBY RESOLVED by the Joint Board Committee of the Bucks County Technical School that the following Compensation Plan is herein set forth with respect to salaries and fringe benefits of employment of the Administrative Staff employed by the School. This Plan shall become effective on the first day of July, 2015 and shall continue in effect until the last day of June, 2018.

## 100. DEFINITIONS

101.

The term "Board" when used hereinafter in this Plan will mean the legally appointed representatives serving the Bucks County Technical School Joint Board Committee and/or its officially designated representatives.

102.

The term "Administrator" shall, subject to modification, include the following positions for the purpose of this plan:

- Assistant Director (effective 07/01/15)
- Supervisor of Curriculum, Instruction & Assessment (eliminate after 07/24/15)
- Principal
- Special Education Supervisor
- Supervisor of Pupil Personnel Services
- Assistant Principal

102.1

Modification of the above referenced positions, titles and duties may occur during the term of this Agreement based upon an ongoing analysis of these current positions by the Administrative Director. Input from the Administrators may be requested at the discretion of the Administrative Director. Any such modification shall be incorporated into this Plan as an Addendum, at the direction of the Board.

103.

The Sending School Districts recognize that continued progress in the School depends upon the goodwill of the Administrators and the Board. Goodwill is the treatment of each other with dignity, respect and fairness in all facets of the employment relationship.

104.

If any such clause, sentence, paragraph or part of the Plan, or the application thereof to any person(s) or circumstances, shall for any reason, be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of the Plan and the application of such provision to other person(s) or circumstances where such other person(s) or circumstances are clearly not affected by the judgment, and shall be confined in its operation to the clause, sentence, paragraph or part thereof, directly involved in the controversy in which such judgment shall have been rendered.

## **200. PROTECTION**

201.

If any Administrator, while acting in a prudent manner in the discharge of his/her responsibilities, is complained against or sued, the Board will provide legal counsel and render all necessary assistance to the Administrator in his/her defense consistent with the School's obligation under state law. It shall be the responsibility of the Administrator to bring any such complaint to the attention of the Administrative Director in writing as soon as possible.

202.

Any time lost by any Administrator in connection with any incident referred to in Section 201 shall not be charged against any category of the individual's accumulated leave for a period up to one year.

203.

Any damages or destruction of clothing or personal property which occurs while an Administrator is acting in a prudent manner in the discharge of his/her responsibilities shall be reimbursed by the Board upon presentation of documentation of the loss and upon approval of the Administrative Director.

204.

Any Administrator who is absent from duty because of any injury sustained while acting in a prudent manner in the discharge of his/her responsibilities will receive regular salary for the duration of the incapacitation for a period up to one year. During this one year period, the full compensation rate due the individual from Workmen's Compensation coverage will be remitted to the School.

205.

Any time lost due to the incapacitation for a period up to one year by any Administrator in connection with any incident referred to in Section 204, shall not be charged against any category of that individual's accumulated leave.

206.

The Board at any time during any period of incapacitation shall require the injured individual to submit to an examination by a doctor of its selection and at School expense.

## **300. TUITION REIMBURSEMENT**

The School will reimburse Administrators according to the following:

301.

Individuals planning to register in courses for which reimbursement will be requested must submit the following information, in writing, to the Administrative Director for approval at his discretion, ten (10) days before date of registration.

- a. Name of College or University
- b. Area(s) of studies, e.g. (administration, supervision, personnel, human relations, etc.)
- c. Dates of attendance
- d. Approximate cost

302.

Tuition reimbursement may be approved for graduate courses. Reimbursement, for individual courses, will only be approved when the Administrative Director, in his sole and absolute discretion determines that the attendance at the course will be of benefit to the School and directly related to the Administrator's job performance or job description.

In order to be eligible for tuition reimbursement, degree programs must be pre-approved by the Administrative Director. Required courses and elective courses in an approved degree program must be submitted for pre-approval on a course by course basis, before any tuition reimbursement will be paid.

303.

Reimbursement of tuition shall be paid as follows:

1. Graduate course/Doctoral courses:
  - a. Completed and attained a grade of "B" or better
  - b. A combined maximum of \$12,000 per school year for all Act 93 administrators. Reimbursement will be distributed equitably as outlined by the Administrative Director.
  - c. Tuition reimbursement will be denied if the grade is lower or the course is not completed.
  - d. Beginning with the date of enrollment in the dissertation portion of a doctoral program, doctoral candidates shall be eligible for tuition refunds for the dissertation portion from that date for a period not to exceed thirty-six (36) consecutive months.
2. Tuition reimbursement is made with express understanding that it is designed to help advance the education of the Administrator for the purpose of enabling him/her to better perform as an employee of the school. Administrators who accept tuition reimbursement from the school do so under the condition that they agree to repay the amounts received based on the schedule set forth below, if their employment with the school ends because of resignation, retirement or termination for cause. No repayment will be due if the employment with the school ends due to death, disability or involuntary termination of employment by the school other than for cause. In the case of an Administrator who retires, no repayment will be due for tuition reimbursement for courses taken that were necessary for the Administrator to be able to keep his/her applicable Pennsylvania Department of Education certification in good standing through the date of retirement.
  - a. Eighty percent (80%) of any tuition reimbursement received within one year of the date of employment with the school ends.
  - b. Sixty percent (60%) of any tuition reimbursement received during year two of the date of employment with the school ends.
  - c. No repayment after year three.

304.

Official transcripts and receipted tuition bills must be submitted to the Administrative Director prior to any reimbursement payment.

305.

Administrators, who expect to apply for tuition reimbursement in any year, shall report this fact to the Administrative Director on or before April 1, in order to be able to make provision for it in the annual budget.

#### **400. PERSONAL ILLNESS**

401.

Administrators, who work twelve (12) months, who are prevented by personal illness or accidental injury from performing their regular duties shall be granted, annually, twelve (12) days sick leave at full salary. Ten (10) month employees shall be granted ten (10) days such leave at full salary. All such sick leave, unused in any given year, shall be accumulated from year-to-year without limit, and may be used for the purpose intended in part, or in total, in any school year of employment.

402.

Sick leave days shall be based on the total number of sick days on record at the beginning of this plan plus any additional days earned throughout the life of the plan.

#### **500. LEAVES**

##### **501. DEATH**

501.1

Administrators shall be granted absence for each death in their immediate family without loss of salary. Such absence shall not exceed seven (7) consecutive days. The immediate family shall mean the employee's spouse, child, father, mother, brother, sister, grandchild, father-in-law, mother-in-law. Other close relatives living in the same household or any person with whom the Administrator has made their home shall be considered as immediate family.

501.2

In case of death of a relative other than those mentioned above, one day absence shall be granted on the day of the funeral without loss of salary.

##### **502. COURT**

Administrators who are called to serve on juries shall be paid their regular salary by the School for such service. The Administrators shall remit to the School all money paid as juror's pay.

##### **503. ADMINISTRATIVE DISCRETION**

The Administrative Director is empowered to declare as sick leave and charge as such, certain emergency absences of Administrators. These kinds of emergencies shall include, but not be limited to, situations causing personal embarrassment or extreme handicap or for humanitarian services. Requests for consideration shall be submitted in writing to the Administrative Director, who will have final authority to approve or reject such requests.

##### **504. COMMENCEMENT ABSENCE**

Administrators may, if necessary, be granted one (1) day of absence to attend the commencement exercises for the conferring of their degree, provided commencement falls on a school day.

##### **505. PROOF OF REASON FOR ABSENCE**

The Administrative Director may require at his discretion, or at the discretion of the Board, evidence to substantiate the reason for any absence.

**506. REPORT-IN**

In all cases of absence or lateness, it shall be the responsibility of the Administrator to contact his/her immediate supervisor to report the absence or lateness.

**507. PERSONAL LEAVE**

Administrators shall be entitled to three (3) days Personal Leave during any school year for urgent reasons which cannot be satisfied at any time other than regular school hours. Personal leave is non-cumulative from year to year, however, personal leave that is not used by the end of any school year, shall be converted into unused accumulated sick leave.

**508. HOLIDAYS**

Administrators shall be entitled to the following holidays as per immediate past practice. The days are:

- |                        |                     |
|------------------------|---------------------|
| New Year's Day         | Labor Day           |
| Martin Luther King Day | Veterans' Day       |
| Presidents' Day        | Thanksgiving Day    |
| Holy Thursday          | Thanksgiving Friday |
| Good Friday            | Christmas Eve       |
| Easter Monday          | Christmas Day       |
| Memorial Day           | New Year's Eve      |
| Independence Day       |                     |

**508.1**

BCTHS may close the building for energy conservation measures during the Christmas Break. Any administrator (Act 93) normally scheduled to work on any of the days subject to closure shall be paid their full regular wages for said days. The Administrative Director will provide the dates of the scheduled energy conservation break period at the beginning of each school year.

The school reserves the right to end the practice of closing for energy conservation during the Christmas break at its discretion.

**600. INSURANCE**

**601. MEDICAL INSURANCE**

**601.1**

The Board agrees to pay the premium cost for Administrators and their dependents for coverage for Personal Choice \$20/\$30/70% or equivalent for all Administrators who elect such coverage. Administrators who wish to select Personal Choice \$10/\$20/70% or Keystone POS 15 shall pay one hundred percent (100%) of the premium difference between Personal Choice \$20/\$30/70% and the Personal Choice \$10/\$20/70% or Keystone POS plan selected (including the cost of the prescription drug insurance) in addition to the premium contribution set forth below through payroll deduction.

- a. Effective July 1, 2015, each Administrator shall make a 17% monthly contribution toward the medical and prescription selected premium category (e.g. family, husband/wife, single, etc.).
- b. Effective July 1, 2017, each Administrator shall make an 18% monthly contribution toward the medical and prescription selected premium category (e.g. family, husband/wife, single, etc.).

- c. Any changes to the teachers' health benefits due to the excise tax caused by the Patient Protection and Affordable Care Act (ACA) shall be equally applicable to the Administrative group.

The Board will maintain a premium only Section 125 plan in compliance with the provisions of Section 125 of the Internal Revenue Code. The plan will include a qualified provision with the plan to allow the monthly employee contributions for Health Care Insurance to be made on a pre-payroll tax basis for federal tax purposes, as may be allowed by the Code at that time.

- a. Under the Section 125 Plan, full-time employees who are willing to discontinue health insurance (medical and prescription) coverage as of July 1 of any school year and who provide proof of health insurance through his or her spouse's plan, shall receive a monthly bonus in consideration of the cost savings to the Board as follows:

<u>Type of Coverage</u>	<u>Monthly Payment</u>
Single	\$100
Two Person	\$150
Family	\$200

601.2

All Administrators shall be entitled to coverage for themselves and eligible dependents in a prescription drug program. This program shall have a \$10.00 deductible for generic brand, \$25.00 for formulary brand and \$40.00 for non-formulary brands.

602. VISION CARE

All Administrators and their eligible dependents shall be entitled to coverage in a vision care program. The maximum total reimbursement for the entire family (Administrator and dependents) shall be \$600 per year. Other than the amount and time period, the terms of this plan shall parallel that of the Teacher Bargaining Unit Plan.

603. DENTAL INSURANCE

All Administrators shall be entitled to individual and dependent coverage, including orthodontia benefits, as provided by Delta or equivalent. The cost of such coverage shall be provided by the School.

604. LIFE INSURANCE, ACCIDENTAL DEATH OR DISMEMBERMENT, LONG-TERM DISABILITY

604.1

All Administrators shall be entitled to an insurance program with coverage as titled in this Section 604.

Summary of Benefits:

- Life Insurance – 2 times salary
- Accidental Death or dismemberment – 2 times salary
- Long-Term Disability 66-2/3% of monthly salary or equivalent designation to age 70. Maximum benefit of \$2,400 per month with policy provisions identical to that of the teachers' agreement. Additional coverage is available at Administrator's expense through payroll deduction



**605. TAX SHELTERED ANNUITY**

Any Administrator may elect to have deductions made from his/her pay checks at his/her expense to cover participation in a tax-sheltered annuity plan. Provisions for such a plan shall be administered in accordance with the applicable sections of the Internal Revenue Code.

**606. MILEAGE REIMBURSEMENT**

Any Administrator who is required to use his/her personal automobile for school related travel shall be reimbursed for all approved mileage at the rate approved by the Internal Revenue Service for business expense deductions.

**607. HEALTH REIMBURSEMENT ARRANGEMENT (HRAs)**

All Administrators shall be entitled to an annual employer contribution of \$3,000, to be administered by a third party administrator of the Board's choosing. Employees are reimbursed tax free for qualified medical expenses for themselves, their spouse, and dependents. Qualified medical expenses include all Medical and Dental Expenses in IRS Publication 502. Any unused amounts in the HRA can be carried forward for reimbursements in later years.

**700. VACATIONS**

701.

All twelve (12) month Administrators shall be entitled to a specified number of vacation days per year. Vacation days shall be awarded as follows:

- a. Three (3) weeks annually for one (1) to two (2) years of service with the Technical School as an Administrator.
- b. Four (4) weeks annually for three (3) to ten (10) years of service with the Technical School as an Administrator.
- c. Five (5) weeks annually for eleven (11) or more years of service with the Technical School as an Administrator.

Vacation shall be calculated from July 1 of each year.

The value of any unused vacation days for any year up to a maximum of five (5), except for those designated as carryover days, may be contributed to the individual's designated 403(b) or 457 Plan as a non-elective employer contribution to said Plan. Employees shall have no cash option to this benefit.

The value of any unused vacation days contributed to the individual's designated 403(b) or 457 Plan as a non-elective employer contribution will be calculated for record keeping and payout purposes utilizing the employee's per diem rate for the year in which the days were unused. Days paid out may not be used as vacation days at a later date. An administrator may carry over a maximum of ten (10) unused vacation days to the next school year. Carryover days are not cumulative. For record keeping and payout purposes, designated carryover days shall be the first days utilized as vacation days. All unused vacation days, except those days which are carried over to the next year or which are contributed into the employee's 403(b) or 457 Plan as a non-elective employer contribution, will be forfeited at the end of the year in which they were accrued. All accumulated vacation may be used in the final year of employment.

The Board agrees to waive the requirement of lengthening daily work hours or taking a benefit day during the 4-day summer work weeks. Offices will need to be administratively covered.

702.

Earned vacation may be taken at any time during the year provided that all vacation days must have the approval of the appropriate Supervisor or as designated by the Administrative Director. Request for change of vacation days may be granted with the approval of the appropriate Supervisor. All tentative vacation dates and requests for change shall, after approval, be forwarded to the Administrative Director for record keeping purposes.

#### **800. MATERNITY/CHILDREARING**

All leaves for the purpose of maternity and/or childrearing shall be consistent with State Law and local school policy as it relates to the teacher contract.

#### **900. SABBATICAL LEAVE**

All leaves for the purpose of sabbatical shall be consistent with State Law and local school policy as it relates to the teacher contract.

#### **1000. ACCUMULATED SICK LEAVE COMPENSATION**

1001.

All full-time Administrators, or if appropriate their estate, shall be compensated upon termination by retirement or death, for all accumulated sick leave days, as follows:

1001.1

Upon termination by retirement or death, with five (5) years or more of satisfactory service with the Bucks County Technical School, accumulated sick leave compensation shall be calculated at: 40 days full pay and additional days at  $\frac{1}{2}$  pay (per diem rate in the year of termination). Upon the death of an Administrator with less than five (5) years of service, compensation shall be calculated as above.

1001.2

Upon termination by retirement or death, with ten (10) years or more of satisfactory service with the Bucks County Technical School, accumulated sick leave compensation shall be calculated at: 40 days at full pay and additional days at  $\frac{2}{3}$  pay (per diem rate in the year of termination).

1001.3

Upon termination by retirement or death, with fifteen (15) years or more of satisfactory service with the Bucks County Technical School, accumulated sick leave compensation shall be calculated at: 40 days at full pay and additional days at  $\frac{3}{4}$  pay (per diem rate in the year of termination).

1001.4

Maximum compensation allowable for severance pay shall be \$30,000.

1001.5

Final Per Diem Earnings: Defined

- equals annual salary divided by 260 for twelve (12) month employees
- equals annual salary divided by 220 for ten (10) month employees

1002.

Be it resolved that upon retirement, in lieu of a cash payment, administrators shall have the eligible value of their accrued, but unused, sick and vacation days paid as a non-elective employer contribution into their 403(b) account to the extent permitted by Internal Revenue Code sections 403(b) and 415(c), as soon as administratively practicable.

Administrators do not have the option of receiving a cash payment for their accrued, unused sick days and vacation days at retirement. If such amounts cause an administrator's 403(b) account to exceed the annual limitation for 403(b) plans, then any excess amounts, in lieu of a cash payment, shall be made as an employer non-elective contribution into their 403(b) account in subsequent years as provided by sections 403(b) and 415(c) of the Internal Revenue Code. Should an administrator die prior to receiving all employer non-elective contributions, all remaining entitled monies will be due to the named beneficiary designated on their 403(b) plan.

Any Administrator interested in retiring must give notification to the Administrative Director prior to January 1, of any school year.

#### 1004. RETIREMENT

##### 1004.1

A term life insurance policy shall be maintained on the retiree until age sixty-five (65) in the amount of \$10,000. The cost of the policy shall be provided by the Board.

##### 1004.2

Up to \$2,500 annually be will paid toward the premiums for the retiree and eligible dependents for all insurance coverage (as defined in sections 601, 602 and 603) until retiree is age 65 or is provided another similar insurance program by another employer or agency. Should retiree die prior to age sixty-five (65), his/her spouse would be eligible to continue with the same medical and dental benefits afforded the retiree up until the time when the retired employee would have turned sixty-five (65) years of age.

#### 1100. OTHER BENEFITS

##### 1101.

The School shall pay the yearly fees for membership within appropriate professional organizations for each Administrator as determined by the Administrative Director. The payment of these fees shall be made by procedures arranged with the Business Office.

##### 1102.

Except as provided in this Plan, all Administrators shall receive all fringe benefits received by the teaching staff pursuant to the teacher's collective bargaining agreement.

#### 1200. SALARY STRUCTURE

##### 1201.1

Effective with the 2015-16 school year the salary structure for Administrators shall be determined by multiplying the index by the maximum base teacher salary pursuant to the existing Bucks County Technical School Education Association contract.

<u>Position</u>	<u>Salary Index</u>
Assistant Director (effective 07/01/15)	1.29
Supervisor of Curriculum, Instruction & Assessment	1.27 (eliminate after 07/24/15)
Principal	1.27
Special Education Supervisor	1.15
Supervisor of Pupil Personnel Services	1.15
Assistant Principal	1.10

Effective with the 2016-17 school year the salary structure for Administrators shall be determined by multiplying the index by the maximum base teacher salary pursuant to the existing Bucks County Technical School Education Association contract.

<u>Position</u>	<u>Salary</u>
Assistant Director	1.29
Principal	1.27
Special Education Supervisor	1.17
Supervisor of Pupil Personnel Services	1.17
Assistant Principal	1.15

Effective with the 2017-18 school year the salary structure for Administrators shall be determined by multiplying the index by the maximum base teacher salary pursuant to the existing Bucks County Technical School Education Association contract.

<u>Position</u>	<u>Salary</u>
Assistant Director	1.29
Principal	1.27
Special Education Supervisor	1.18
Supervisor of Pupil Personnel Services	1.18
Assistant Principal	1.17

1201.2

Increases each year shall only be granted provided the Administrator receives a satisfactory rating.

1202.


New Administrators from outside the existing group shall be paid according to the following percentage of position base during the first two (2) years in the position: Year 1 – 95%; Year 2 – 100%. Adjustment to the next percentage level will be made effective on the anniversary date of the individual's date of employment.

The foregoing plan has been approved on this 29<sup>th</sup> day of January 2015.

BUCKS COUNTY TECHNICAL SCHOOL  
JOINT BOARD COMMITTEE  
Fairless Hills, PA

  
Stacy Gerlach Board President

ATTEST:

  
Sharon Rendeiro, Secretary