



ADMINISTRATIVE COMPENSATION PLAN

CARLISLE AREA SCHOOL DISTRICT
Carlisle, Pennsylvania

2014-2015

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PERSONNEL INCLUDED IN THE PROGRAM

Director of Curriculum & Instruction

Director of Digital Learning & Technology

Director of Information Technology Operations

Director of Center for Careers & Technology

Director of Special Education

Associate Director of Special Education

Director of Transportation, Child Accounting and Security

Director of Facilities

Business Operations Manager

Athletic Director & Program Chair – Health/P.E.

Principals

Associate Principals

Assistant Principals

Program Chairs

English Chair/Curriculum Supervisor 6-12

Reading Supervisor (K-8)

have received had said administrator actually performed his/her duties during the said period for a maximum of five (5) days without regard to or deduction from his/her unused sick leave provided the Employer's Workmen's Compensation Insurance does not otherwise compensate the administrator.

- d. Sick leave shall be accrued at the rate of one day per month of each administrator's work year. Any unused portion of the sick leave may be accumulated from year to year. Accumulated sick leave from other districts for newly hired administrators will be transferred and the amount determined by the Superintendent/designee at the time of hire.
- e. If any administrator has exhausted all such administrator's sick leave and has no sabbatical leave available and said administrator is absent from work because of the illness of or injury to said administrator, the employer shall nevertheless retain such administrator as an employee, without pay or other benefits, for a period of one year subsequent to the exhaustion of the administrator's sick leave.

3. Personal Leave

Personal Days - Each 192- or 207-day administrator is entitled to three personal days. Leave may be taken at the discretion of the direct supervisor. Unused personal leave may be accumulated to five (5) days and no more than three (3) days may be used consecutively.

4. Emergency Leave

Each administrator will be entitled to an emergency day whenever needed with pay. Emergency is defined as an event which is uncontrolled and unplanned by the administrator and which requires the immediate attention of the administrator. Emergency days should be approved by the Superintendent/designee as soon as the administrator is aware of the emergency.

5. Bereavement - Immediate Family

An administrator absent from duty because of the death of a member of the immediate family of said administrator shall be entitled to five (5) school days leave with pay for such reason. Members of the immediate family shall be defined as the father, mother, brother, sister, son, daughter, husband, wife, grandchild, son-in-law, daughter-in-law and parent-in-law of said administrator or near relative of said administrator who resides in the same household as said administrator or any person with whom said administrator has made his/her home. Any leave taken for bereavement which is more than one (1) day shall be taken on consecutive days.

6. Bereavement - Near Relative

An administrator absent from duty because of the death of a near relative of said administrator shall be entitled to one (1) school day of leave with pay on the day of the funeral of said near relative. Any administrator attending a funeral of a near relative that is held at a location of 150 miles or more from Carlisle shall be entitled to two (2) days of leave with pay. A near relative shall be defined as a cousin, grandfather, grandmother, aunt, uncle, niece, nephew, sister-in-law or brother-in-law of the administrator or his/her spouse.

7. Supplemental Administrator Unused Sick Leave

a. A current administrator who retires after ten years of total service as a Carlisle Area School District administrator shall be entitled to a supplemental unused sick leave payment, if that administrator has accrued at least 80 unused sick days. Such payment will be at the per diem rate of \$100 or the substitute's daily rate whichever is higher. The amount of leave to be paid will not exceed one-half (1/2) of all unused sick leave up to a maximum of one hundred (135) days pay. Any administrator who has left a fulltime administrative position to return to a teaching or other non-administrative position in the Carlisle Area School District shall not be eligible for this benefit.

b. The supplemental amount of leave for administrative service in the Carlisle Area School District to be paid for unused sick leave for administrators and supervisors who retire after **ten years** of continuous service as a Carlisle Area School District administrator/supervisor shall be contingent upon the length of their extended annual contract. Administrators and supervisors who have an extended work year beyond the 187-day school term shall be able to extend their supplemental reimbursement for unused sick leave at the time of retirement as follows:

Administrators/Supervisors on 192-day contracts are eligible to receive .5 of three (3) days for each year as an administrator; 207-day administrators/supervisors shall receive .5 of four (4) days for each year as an administrator; and 260-day administrators/supervisors shall receive .5 of five (5) days for each year as an administrator.

Example #1: Administrator is on a 192-day contract. Person has been a 192-day administrator for ten (10) years with 90 days of unused sick leave:

- (1) Multiply 3 times .5 times the 10 years of experience = 15 additional days.
- (2) Multiply 15 times \$100 times = \$1,500.

Example #2: Administrator is a 207-day contract. Person has been an administrator in the district for nine years: No Payment

Example #3: Administrator is a 260-day contract. Person has been an administrator in the district for 14 years:

- (1) Multiply 5 times .5 times 14 years of experience = 35 additional days.
- (2) Multiply 35 times \$100 = \$3,500.

All employer paid post-employment cash benefits will be deposited as a non-elective contribution into one of the Carlisle Area School District Board approved 403(b) providers on behalf of the retired employee as soon as practical following the employment departure.

8. Child-rearing Leave

- a. The administrator planning for child-rearing leave immediately prior to and following the birth of a child or following the adoption of a child, shall notify the superintendent of such intentions at least sixty (60) days prior to the anticipated leave. The request for such leave setting forth the specific date the leave is to become effective shall be made to the superintendent at least thirty (30) days in advance of that date. Such leaves as are granted shall expire not later than the commencement of the school year which is at least one year after the effective date of the leave. Such leave shall be without pay or other benefits.
- b. Within ten (10) days prior to the expected birth of a child by a female administrator and the twenty (20) days following the birth, such administrator may utilize thirty (30) days of sick leave benefits, if accrued, without certification of a physician. Request of accrued sick leave benefits beyond the thirty (30) days above mentioned must be accompanied by a physician's statement that certifies the eligibility of the administrator.
- c. If both husband and wife are employees of the district, just one employee shall be granted leave under this provision. The employee shall notify the superintendent in writing at least sixty (60) days prior to the expiration of said leave of the employee's intention to return to work. On such notice, the employee shall be re-employed in the position vacated or one of a like duty and responsibility for which the administrator is certified.

9. Jury Duty

Administrators called for jury duty in a court of record or required under subpoena to give testimony before any judicial or administrative tribunal, except when the administrator is a party, shall be compensated for the difference between the wages the administrator would have received and the amount received for the performance of such obligation.

10. Sabbatical Leave

Administrators are eligible for sabbatical leave under the provisions of the Pennsylvania School Code of 1949 amended by Act 66 of 1996. (See Section 24 PS 11-1166, 11-1166.1.)

Section B - Insurance

1. Medical and Prescription Insurance

All administrators who are employed at .5 time or more have the right to enroll themselves and all eligible dependents in one of three medical insurance plans offered by the District; a PPO plan, a HMO plan, and a Consumer Directed Health Plan (CDHP). A prescription insurance plan is offered in conjunction with each medical insurance plan.

The District annually will determine the monthly premium costs for each plan. The administrator is responsible to pay 16.67% of the premium cost through payroll deduction.

A husband and wife both employed by the District only are eligible to enroll in one District medical and prescription insurance plan.

a. Financial Incentives for Medical and Prescription Insurance

The District offers an annual financial incentive to enroll in the HMO or CDHP plans. The incentive for the HMO plan depending on coverage level is employee - \$220, employee + 1 person - \$440, employee +2 or more people - \$550. The incentive for the CDHP is a \$700 annual contribution to the employee's health savings account.

Administrators that opt-out of medical and prescription insurance coverage for all eligible dependents receive an annual incentive of \$750. Administrators that opt-out of medical and prescription insurance coverage for themselves and all eligible dependents receive an annual incentive of \$1,500. In order to qualify for the opt-out incentive the administrator must provide proof of other acceptable medical insurance coverage. Administrators that choose to opt-out of medical and insurance coverage can only add back the coverage at the next open enrollment period, or because of qualifying "change of status" events as defined by law.

2. Dental Insurance

All administrators who are employed at .5 time or more have the right to enroll themselves and all eligible dependents in a dental insurance plan offered by the District.

The District annually will determine the monthly premium cost for the plan. The administrator is responsible to pay 5% of the premium cost through payroll deduction.

A husband and wife both employed by the District only are eligible to enroll in one District dental insurance plan.

3. Vision Insurance

All administrators who are employed at .5 time or more have the right to enroll themselves and all eligible dependents in a vision insurance plan offered by the District.

The administrator is responsible to pay 100% of the premium cost through payroll deduction.

4. Term Insurance

The employer shall pay the premium cost of individual life insurance coverage for each administrator under a group life insurance program selected by the employer whereby each administrator shall be entitled to death benefits in the amount of \$150,000.

5. Flexible Benefits

Administrators are also eligible to participate in a pre- and post-tax voluntary flexible benefits program as described annually in the "CASD Flexible Benefits" enrollment kit.

6. Benefits During Leave

Administrators on unpaid leaves of absence may continue the fringe benefits enjoyed by active members of the district by paying the cost of such benefits to the employer in advance.

7. Retired Administrators

To the extent permissible under the current plan, the retired administrator shall be permitted to retain medical coverage as a member of the unit group until age sixty-five (65), by paying his/her own premium and/or other cost and in accordance with regulations established by the employer. The premium rate shall be equal to the effective COBRA rate.

8. Excess Coverage Insurance

The employer shall provide insurance coverage for each administrator, who as an incident of employment, is expected to use a motor vehicle in the course of employment, or who is specifically requested or authorized by a member of the administrative staff to use a personally owned motor vehicle on school business. The excess coverage shall protect the administrator against personal liability arising out of a motor vehicle accident to the limits of \$500,000 each person, \$1,000,000 each occurrence for personal injury, and \$100,000 property damage, provided that such administrator has basic coverage of \$50,000 each person, \$100,000 each occurrence for personal injury and \$10,000 each occurrence for property damage. Those who regularly use a personal automobile for school purposes shall furnish the employer a certificate of such insurance coverage.

Additional Benefits

1. Annual Physical Examination

The administrators will be reimbursed by the employer for an annual physical examination not to exceed \$100 per year.

2. Conference Reimbursement

Each administrator shall be entitled to attend professional conferences as approved by their immediate supervisor on an annual basis. The district will fund attendance as follows:

Year 1 - \$1,500

Year 2 - \$1,000

Each administrator will be assigned a two-year funding cycle. Once this cycle is assigned, it cannot be changed. *See appendix A.

3. Cell Phones

Each administrator, when hired, is expected to have a Smartphone and provide that phone number to the district to be used as the primary communication as part of their administrative role in the school district.

4. Employee Assistance Program

The employer shall offer an Employee Assistance Program which will provide the employee the opportunity for confidential, professional assistance for personal problems

affecting job performance. See Benefits Coordinator for specific details.

5. Holidays

Administrators (260-day) will receive sixteen (16) paid holidays each fiscal year (Independence Day, Labor Day, Thanksgiving [3], Winter Recess [6], Martin Luther King [1], Famous Americans [1], Spring Recess [2], and Memorial Day).

6. Longevity Incentive

Administrators will receive the following longevity bonuses for their administrative service in the Carlisle Area School District effective with the 2007/08 school year:

- a. 15 years - \$1,500
- b. 20 years - \$2,000
- c. 25 years - \$2,500

Payment will occur with the last pay of the calendar year in which you are eligible to receive the incentive.

7. Mileage Reimbursement

Administrators will be reimbursed for mileage related to their specific work responsibilities at the IRS rate. Mileage forms must be turned in to their immediate supervisor for approval on a monthly basis.

8. Professional Memberships

The employer will pay the administrator's membership in state and national professional organizations. There will be a limit of \$800 per administrator per year.

9. Savings Clause

Eligible administrators shall be entitled to all the benefits applicable to bargaining unit employees as are incident to their employment relationship with the district including but not limited to vacation and illness benefits, any other form of insurance protection, retirement program, tax sheltered annuities and other employee benefits.

10. Tuition Reimbursement

- a. The administrative staff will receive reimbursement of 90% of tuition or (the

current bargaining unit rate per credit or whichever is greater) if the postgraduate college work is at a recognized institution and with prior approval of the Superintendent. In addition, the course or courses must be related to the administrator's position and the field of study of the administrator. **Any technology fees** will be reimbursed by the district if they are charged as part of registration for coursework.

- b. No more than 18 credits can be reimbursed during any school year.
- c. Administrator Obligations:
 - (1) All tuition and fees must be paid for in advance by the administrator.
 - (2) If the administrator leaves the school district the year following completion of a course or courses, he/she must repay 100% of the tuition charges.
 - (3) If the administrator leaves the school district during the second year following the completion of a course or courses, he/she must repay 50% of the tuition charges.
- d. Guidelines for Doctoral Studies Release Time Program
 - (1) Goal – This benefit is designed to provide administrators with flexible options to pursue doctoral studies in addition to the traditional after-school/summer studies programs.
 - (2) Scope – In response to the trend by universities to combine traditional doctoral programs with daytime studies, the district will provide up to two days per month release time during the school year for administrators to attend classes provided that they are formally enrolled in a doctoral program.
 - (3) Requirements
 - (a) No more than five administrators shall be provided with this option at any one time. The benefit shall be distributed as follows:
 - 1 elementary administrator
 - 1 middle school administrator
 - 1 high school administrator
 - 1 program chair/director
 - 1 misc. position which is part of the administrative compensation program not included above

- (b) The superintendent will develop reasonable guidelines to determine selection and eligibility for the program. These guidelines can be revised periodically at the discretion of the Superintendent to meet the changing needs of the district but not more than once every three years.
- (c) This option is only good for a two-consecutive-year period per individual and is not repeatable.
- (d) During the period when the administrator is taking day classes, he/she waives the conference benefit for which he/she will receive 4 release days to apply toward the daytime class requirements.
- (e) All additional days of release time will require:
 - Make-up days in the summer for 192/207 day administrators in an assignment identified by the Superintendent
 - Use of vacation days for 260 day administrators
 - In addition, personal days not used by the end of the school year can be credited to reduce the number of make-up days used in the summer.
- (f) In the event that substitutes must be employed to provide for the release time, the administrator must reimburse the district for the cost incurred.

11. Voluntary Retirement Benefit (Additional)

a. Eligible Employee

Eligible administrators who occupy a full-time position and complete the academic year will be entitled to participate in the voluntary retirement benefit plan specific to administrators.

Any administrator who has left a fulltime administrative position to return to a teaching or other non-administrative position in the Carlisle Area School District shall not be eligible for this benefit.

- (1) A current administrator must have satisfactorily completed or will have satisfactorily completed by the end of the current fiscal year at least ten **(10) years of full-time employment** within the Carlisle Area School District with at least **five (5) of those years serving as an administrator.**

- (2) The administrator has made and filed an official and completed application for retirement benefits to the State Public School Employees' Retirement System, thereby declaring a commitment not to be employed as a full-time teacher and/or administrator of the public schools of Pennsylvania.
- (3) The administrator is not qualified for retirement by reason of permanent disability.

b. Payment Schedule

Eligible applicants for this voluntary retirement benefit shall receive a one-time retirement benefit under this provision, which is in addition to any other benefits, with the understanding that the applicant has retired as a full-time administrator in the public schools of Pennsylvania. All employer-paid, post-employment cash benefits will be deposited as a non-elective contribution into one of the Carlisle Area School District Board approved 403(b) providers on behalf of the retired employee as soon as practical following the departure from employment.

$$\text{Payout} = (\text{Factor A}) \times (\text{Factor B}) \times (\text{Factor C})$$

Note: Under this provision no administrator shall receive a payout to exceed \$10,000.

- (1) For (Factor A), the current number of additional workdays per year beyond the bargaining unit work year shall be determined.
- (2) For (Factor B), the number of years served as a Carlisle administrator to include the current year shall be determined.
- (3) For (Factor C), a factor of 100 shall be used for 192- and 207-day administrators; a factor of 10 shall be used for 260-day administrators.

All employer paid post-employment cash benefits will be deposited as a non-elective contribution into one of the Carlisle Area School District Board approved 403(b) providers on behalf of the retired employee as soon as practical following the employment departure.

APPENDIX A

Administrative/Supervisory Conference Allocation Schedule 2014-2015

Group A (\$1,000)

- | | | | |
|----|--|-----|--|
| 1. | Director of Center for Careers & Tech. | 10. | Director of Special Education |
| 2. | Business Operations Manager | 11. | Program Chair - Social Studies |
| 3. | Principal - Mooreland | 12. | Director of Transportation, Child
Accounting and Security |
| 4. | Principal - WMS | 13. | Director of Facilities |
| 5. | Assistant Principal – Gr. 11 | 14. | Principal - Bellaire |
| 6. | Assistant Principal – Gr. 9 | 15. | Principal - Crestview |
| 7. | Principal – LMS | 16. | Director of IT Operations |
| 8. | Program Chair - Art | 17. | Director of Curriculum & Instruction |
| 9. | Program Chair English/Supervisor C & I | | |

Group B (\$1,500)

- | | | | |
|----|---|-----|--------------------------------------|
| 1. | Assistant Principal – WMS | 9. | Assistant Principal- Crestview |
| 2. | Director of Athletics/Program
Chair – Health & Physical Ed | 10. | Principal – LeTort |
| 3. | Associate Principal – Gr. 10 | 11. | Associate Principal, Gr. 12 |
| 4. | Associate Director of Special Educ. | 12. | Program Chair - Mathematics |
| 5. | Program Chair – Science | 13. | Assistant Principal - LMS |
| 6. | Principal – Hamilton | 14. | Program Chair – Music (Vacant) |
| 7. | Principal - Mt. Holly Springs | 15. | Director of Digital Learning & Tech. |
| 8. | Principal - North Dickinson | 16. | Reading Supervisor |
| | | 17. | CHS Principal |

Note: Groups rotate each year.

Carlisle Area School District

Administrative Professional Leave Request for Funding

Name _____ Bldg. _____

Allocated Amount for this School Year _____ Funds used to Date _____

Account # _____
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1. Date(s) Requested \_\_\_\_\_

2. Purpose \_\_\_\_\_

3. Explanation of Expenses:  
Location of meeting or conference: \_\_\_\_\_

Approximate Costs:  
Registration \_\_\_\_\_  
Hotel \_\_\_\_\_  
Transportation \_\_\_\_\_  
Meals \_\_\_\_\_  
TOTAL \_\_\_\_\_

Note: Registration must be prepaid by the district. Attach registration form to this request. Submit expense claim form upon return to district. RECEIPTS must be included for all expenses. Review Travel Expense Claim form before traveling.

If advance payment is requested, indicate the amount: \_\_\_\_\_  
Advance payment is limited to known costs. Mileage and meals are not to be included in advance payments.

NOTE: ANY DISTRICT-PAID EXPENSES MUST BE ACCOUNTED FOR BY INDIVIDUALS APPROVING THE REQUEST.

4. Immediate Supervisor's signature: \_\_\_\_\_  
Signature Date

5. Assistant Superintendent's signature: \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Employee's Signature Date

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Original will be sent back to administrator and copies (as appropriate) to:

____ Immediate Supervisor ____ Assistant Superintendent ____ Bus. Office/Payroll 10/12/14

APPLICATION FOR
REIMBURSEMENT OF FEES PAID FOR
ANNUAL PHYSICAL EXAMINATION
FOR ADMINISTRATORS

Name	Position	Building
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Physical examination conducted by Dr. _____ Date _____

Amount billed by physician (attach bill) \$ _____

Amount billed by hospital, laboratory, etc. (attach bill) \$ _____

TOTAL \$ _____

Amount of physician's and/or other bills
Reimbursed by insurance (attach copies of
checks or correspondence from Highmark Blue
Shield, Keystone Health Plan). \$ _____

Reimbursement requested from school district \$ _____

Signature of Administrator Date

Approved \$ _____

Denied \$ _____

Superintendent Date

October 2014