

CONESTOGA VALLEY SCHOOL DISTRICT  
2110 Horseshoe Road  
Lancaster, PA 17601

ACT 93  
FRINGE BENEFITS FOR LEVELS 2 AND 3 ADMINISTRATORS  
(Principals, 12 month Supervisors and Cabinet)  
2015-16

- I. Vacation Time: Fifteen (15) days per year for 1st five years as an administrator. Starting with the sixth year, twenty (20) days per year. Starting with the tenth year as an administrator in the district, one additional day per year to maximum of twenty five (25) days. Any vacation days not used in the year earned will be automatically carried over until December 31<sup>st</sup>. Any vacation days not used by that time will be forfeited. Administrators who have vacation bank days, upon written request, may elect to have up to \$4,000 of vacation bank days, paid at their current salary, put into an established 403 b account. The limit is also restricted by existing employee contributions into a 403 b plan and pre-established limits by the Internal Revenue Code for 403 b plans. Administrator requests to transfer accumulated vacation bank days into a 403b plan must be received on the proper form by August 30 each year. The School District will set aside a total of \$12,000 annually for all administrator requests to transfer vacation bank days. If the total value of all requests exceed the \$12,000 limit in anyone year, requests will be determined on a first come basis. The number of an administrator's vacation bank days will be reduced by the corresponding amount put into the 403 b plan. The administrator forever gives up the right to use vacation bank days, transferred into the 403b plan, as vacation days or as part of the administrator's severance pay.
- II. Life Insurance: Life Insurance equal to annual salary rounded up to the next highest \$1,000. (Aetna)
- III. Health Care Insurance and Major Medical: Same coverage as other professional staff members. (Teacher's Contract Appendix C-1 [A, D])
- IV. Dental Coverage: Self-insured dental program for employee and dependents with scheduled benefits. Premium paid by district. Maximum coverage \$1,500 per year per employee and per each dependent. (Teacher's Contract C-1 [B])
- V. Vision Coverage: Same coverage as other professional staff members. (Teacher's contract Appendix C-1 [C])
- VI. Income Protection: Salary continuation plan at same rate as other professional staff for two (2) years starting at expiration of sick leave. (Teacher's Contract Appendix C-1 [A])
- VII. Sick Leave: Sick leave equal to twelve (12) days per year with unlimited accumulation. Twelve month administrators may transfer a maximum of 100 days sick leave when employed. Employees may use up to six (6) sick days each school year to care for a sick immediate family member who is residing within the employee's household. The right to use a family sick leave day shall not accumulate from one school year to the

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next.

- VIII. Mileage Reimbursement: 45¢ per mile (as per the approved guidelines for mileage reimbursement) with following not subject to reimbursement:
- A. Travel from home to the first job location and travel from last job location to home.
  - B. Monthly mileage under 25 miles (Policy 4149 and 4149.1).
  - C. Night meetings or other school activities.
- IX. Tuition Reimbursement: Administrative employees will receive a maximum reimbursement for up to nine (9) graduate credits per year. If the employee resigns his or her position, the Board shall have the right to retain the amount of this reimbursement from the employee's final paycheck for courses taken during the last full semester of employment.
- X. Staff Development: \$800 per year is available for professional development. If any level administrator would wish to carry over no less than half their full amount from one year to the second year, that amount may be used for attendance at a national conference on an alternating year basis. Unless given special approval (e.g. local conference with no flight and/or hotel expenses), participation in national conferences will only be permitted every other year. Administrators must request in writing to the superintendent to carry over any funds to the year in which they plan to attend the national conference.
- XI. Professional Organizations: District will pay for membership on state and national level for two organizations. The district pays for an institutional membership to PASCD.
- XII. Personal and Permissive Days: Same as professional staff. (Teacher's Contract Article XII)
- XIII. Holidays: July 4, Labor Day, Thanksgiving (2 days), Christmas (3), New Years Day, Martin Luther King Day, President's Day, Good Friday, Easter Monday, Memorial Day.
- XIV. Early Retirement: See attachment for July 1, 2009. Exception: \$5.00 more per day of accumulated sick leave than the Teacher's Contract starting in 1998/99.
- XV. Retirement Medical Plan: \$4000 to each administrator retiring with 10 years of administrative service in District to help offset medical costs after retirement. This is in addition to any benefit granted in XIV.
- XVI. Salary: Based on 12 months. Beginning in the 2008/09 school year, all members of the administrative team will earn a minimum of \$6,500 above where they would be paid as a teacher in our district. If the individual is working on their certification, that minimum will be \$4,500. \*
- XVII. Doctorate Degree: Upon receipt of an approved doctorate degree an administrator

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shall receive a one-time bonus equal to 2% of the administrator's current salary.

XVIII 403 b Contributions: Once an administrator has completed 25 years of combined school service as determined by the state retirement system, and has completed ten years of actual service with Conestoga Valley School District as an administrator, the person is eligible to elect to have up to \$4,000 of accumulated sick leave, paid at \$55 per sick day, put into an established 403 b account. The limit is also restricted by existing employee contributions into a 403 b plan and pre-established limits by the Internal Revenue Code for 403 b plans. Administrator requests to transfer accumulated sick leave into a 403b plan must be received on the proper form by August 30 each year. The School District will set aside a total of \$12,000 annually for all administrator requests to transfer accumulated sick leave. If the total value of all requests exceed the \$12,000 limit in anyone year, requests will be determined on a first come basis. The amount of an administrator's accumulated sick leave will be reduced by the corresponding amount put into the 403 b plan. The administrator forever gives up the right to use that sick leave transferred into the 403b plan as sick leave or as part of the administrator's retirement bonus.

\*Any individual who receives an unsatisfactory rating on two or more items on the evaluation instrument will be on probationary status with no increase in pay for that next school year.

Revised July 1, 2015