

**ADMINISTRATIVE COMPENSATION PLAN FOR  
COUNCIL ROCK SCHOOL DISTRICT ADMINISTRATORS  
2013-2016**

This Plan is adopted by the Council Rock Board of School Directors to fulfill the requirements of Act 93 of 1984, 24 PS §11-1164.

For purposes of this Plan, the Board agrees that the term "Administrator" cover all administrative employees eligible in accordance with Act 93 of 1984, 24 PS §11-1164.

**A. Term**

This Plan shall be effective from July 1, 2013 and shall continue in effect until June 30, 2016.

**B. Salary**

During the term of this Plan, no Administrator shall be paid a base salary less than the base salary paid to that Administrator by the District during the prior school year.

For the term of this Plan, the salary of individual Administrators shall be determined by a set of salary thresholds, attached hereto as Schedule A. Starting salaries for newly hired administrators shall be determined and recommended by the Superintendent, considering previous administrative experience and after consideration of salaries of those in subordinate positions as well as salaries of other administrators in the same and super-ordinate positions.

1. For the term of this Plan, salary thresholds shall be determined for these specific administrative position categories:

|                                 |                                   |
|---------------------------------|-----------------------------------|
| Central Office Directors        | Middle School Assistant Principal |
| High School Principal           | Supervisors                       |
| Middle School Principal         | Assistant Business Administrator  |
| Elementary School Principal     | Manager.                          |
| High School Assistant Principal |                                   |

2. For the first year of this Plan (2013-14), all salaries for Administrators shall be frozen at the compensation level in place for the 2012-13 school year.
3. For each of the final two years of this Plan (2014-15 and 2015-16), an Administrator earning a Meets Standards rating or higher for the prior year's performance shall receive a 1.25% salary increase to be effective July 1 of that Plan year.
4. Effective July 1, 2014, in accordance with the established salary thresholds for each administrative category as set forth in Schedule A, each administrator earning a Meets Standard rating or higher for the prior year's performance and whose salary is less than the salary threshold established by Schedule A shall receive a salary accelerator, in addition to the salary increase established by paragraph B(3) above, in the amount of .75 (3/4) percent, provided however, that payment of the salary accelerator established by this paragraph B(4) shall not cause the administrator's salary to exceed the salary threshold established in Schedule A.
5. It is understood that no movement in base salary will be given to any Administrator who does not receive a Meets Standards rating or higher under the terms of the then current Administrators' Appraisal Plan.
6. During each year of this Plan, position category salary thresholds shall increase by 1.25 percent unless the salary threshold is higher than any other paid salary for the same position in the competing five county Philadelphia metropolitan area (Bucks, Montgomery, Chester, Delaware, and Philadelphia); then there shall be no change to the threshold salary.
7. By June 30 of each of the school years covered by this Plan, Administrators will have the option to convert unused vacation days to a contribution to a Tax Sheltered Annuity (TSA) based on their years of service in Council Rock as an administrator (see schedule below), and their per diem rate. Such rate shall be determined by multiplying the base salary then in effect by 1/260 or 1/261; whichever is the number of workdays in the current work year calendar. The conversion days shall be awarded as follows:
  - A conversion of three (3) vacation days for zero to five (0-5) years of service completed as a CR administrator.
  - A conversion of four (4) days for six (6) or more years of service completed as a CR administrator.

Council Rock shall make a non-elective employer contribution to the Administrator's 403(b) tax shelter annuity. There shall be no cash option.

8. Administrators who retire or vest for retirement during the term of this plan shall be permitted to purchase Health and Dental Insurance through the district's group policy by appropriate payments to the district or directly to the carrier. Such participation in the group insurance plan shall be governed by the rules and procedures of the insurance carrier or plan administrator without recourse to the district. Failure to pay the required premiums when due shall result in the termination of that retired administrator's participation.

9. Any Administrator who serves in Council Rock School District for a minimum of six (6) school years shall be eligible to convert unused vacation days to their Tax Sheltered Annuity (TSA) when that Administrator provides notice to the school district of his/her retirement. That notice may be made up to three years in advance of the retirement date. In those three years (or less) preceding the retirement date, effective June 30<sup>th</sup> of the school year, the Administrator may convert ten (10) accrued vacation days to his/her TSA. The total conversion in the years preceding retirement may not exceed thirty (30) days. The conversion shall be paid according to the terms set forth in paragraph 7 above.

It is recognized that, in unique circumstances, an Administrator may revoke his/her retirement notice during this three-year period. The Superintendent or his/her designee must approve that revocation. Upon revocation, the provisions of paragraph 9 shall no longer apply to the Administrator. After the superintendent accepts the revocation of the retirement notice, the Administrator must give notice to the school district by December 30<sup>th</sup> of each subsequent year of his/her intentions for service for the next school year.

### **C. Benefits and other Compensation**

(1) Medical Benefits Program. For the term of this plan, Administrators will receive the same medical benefits as provided to the Council Rock Education Association membership, including any premium contributions required of those employees.

- (2) Conditions with Respect to Selection of the Medical Plans. Each married Administrator whose spouse is also employed by the District may elect only one coverage for the spouse, and other eligible dependents under one of the plans available for selection (i.e., one Health Benefit Plan per family). The Administrator or spouse shall receive a one hundred dollar per month Section 125 cash benefit in lieu of additional benefits.
- (3) Dental Insurance. For the term of this Plan, Administrators will receive the same dental benefits as provided to the Council Rock Education Association membership, including any premium contributions required of those employees.
- (4) Other Benefits. In the event that CREA members become eligible for covered benefits not currently available to CRAA Administrators, those same benefits will be provided to CRAA Administrators. (For example, vision plan benefits or orthodontic benefits.)
- (5) Life Insurance. The District will provide a term life insurance policy for each Administrator with a death benefit in the amount of two times the base salary of the Administrator for that school year.
- (6) Disability Insurance. Administrators shall be covered during the term of this Plan with a base disability insurance program that provides coverage limits that are equal to those limits provided to Administrators during the 2006-2007 school year. Administrators shall have the option of purchasing additional coverage at their cost.
- (7) Liability Insurance. The District will pay the premium cost for comprehensive errors and omissions liability policy coverage for Administrators that will cover the costs of liability and attorney fees, subject to the limitations and conditions of the policy.
- (8) Supplemental Health Benefit. The District agrees to contribute \$750 per year of reimbursement for expenses qualified under Section 125 medical and dependent care reimbursement flexible spending accounts.
- (9) Dues. The District agrees to pay the annual dues for each Administrator to maintain membership in two state and national and/or professional organizations, subject to the approval of the Superintendent.

- (10) Graduate Credit Reimbursement. For the term of this Plan, the District shall reimburse Administrators for approved graduate credit in taking graduate coursework related to their assignment at seventy-five percent (75%) of the actual cost of each credit up to a cap of \$5,000 for each school year, and with a cap of \$50,000 for all Administrators per fiscal year. These funds will be approved for distribution on a first-come, first-serve basis. Should an Administrator leave service in Council Rock School District, the District may, at its discretion, seek reimbursement from that Administrator for tuition reimbursement for a retroactive period of up to two years from the notice of termination given by the Administrator.
- (11) Mileage Reimbursement. The District agrees to reimburse mileage expenses for Administrators at the then current rate of deductible mileage reimbursement for business travel as established by the Internal Revenue Service; such rate to be established on January 1st of the previous school year.

**D. Work Year and Vacation**

- (1) The work year for Administrators is 260 or 261 days, depending on the work year calendar.
- (2) Administrators are entitled to observe eleven (11) paid holidays, provided that those days are recognized by the school calendar as holidays, as follows: Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after Thanksgiving. Administrators may request to exchange Christmas or Good Friday Holidays with other commonly recognized religious holidays for the Jewish or other faiths.
- (3) The District grants to all Administrators the following paid vacation days, awarded on July 1 of each year based on years of service in education administration according to the following schedule:

|                        |                           |
|------------------------|---------------------------|
| In Year 1 of service - | 20 vacation days per year |
| In Year 2 of service - | 21 vacation days per year |
| In Year 3 of service - | 22 vacation days per year |
| In Year 4 of service - | 23 vacation days per year |

|                        |                           |
|------------------------|---------------------------|
| In Year 5 of service - | 24 vacation days per year |
| In Year 6 of service - | 25 vacation days per year |
| In Year 7 and beyond - | 26 vacation days per year |

- (4) An Administrator who is employed by the District during the school year shall have their vacation days prorated on a monthly basis for the first year worked. For example, a new Administrator who is employed on October 17 will receive 1.75 days of vacation (21/12) for each of the 8 full months in the year to be worked (November-June), for a total of 14 days vacation available for that year.
- (5) Effective July 1, 2013, Administrators may begin to accrue vacation days.

**E. Leave from Work**

- (1) Administrators shall be entitled to twelve (12) paid sick leave days per year. Unused sick leave days will be accumulated from year to year without limitation.
- (2) Bereavement leave shall be provided as per school code. With the permission of the Superintendent, leave for bereavement may be extended, with pay, for death in the immediate family or when extensive travel is required to attend services.
- (3) Two (2) paid personal business days shall be provided during each school year.
- (4) Administrators shall be entitled at retirement or at termination of service, provided such term of service has exceeded six (6) years in Council Rock School District, a lump sum payment for unused accumulated sick leave days at the rate of thirty dollars (\$30) per day.
- (5) During the term of this Plan, the terms of the CRAA Sick Leave Bank shall remain in effect for all Administrators.

- (6) Administrators called for jury duty shall be paid during such duty without use of vacation, sick leave or personal leave days. All fees received by the Administrator during jury duty shall be paid to the district. It is understood that the appearance by an Administrator in a judicial or quasi-judicial hearing after the receipt of a subpoena, is part of the duties of that Administrator and shall not result in the reduction of vacation days, sick days or personal leave days.
- (7) In the event an Administrator dies while in active service or on approved leave of absence, all payments and rights under this Plan shall accrue to the Administrator's beneficiary as designated on the official forms filed with the Pennsylvania State Employee Retirement System in the same amounts and with the same coverage as if that Administrator were retiring.

**IN WITNESS WHEREOF**, the parties have set their hands and seals intending to be legally bound hereby.

**Council Rock Administrator's Association**

  
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 President of CRAA

**Council Rock School District**

  
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 ✓ President of the Board of School Directors

  
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 Witness of Co-Officer

  
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 Witness of Board Secretary 6/20/13