

**CUMBERLAND VALLEY SCHOOL DISTRICT  
ACT 93 ADMINISTRATOR’S COMPENSATION PLAN**

**July 1, 2015 – December 31, 2018**

**Required Elements:** There are 4 elements required by Act 93. They are:

1. A description of the program determining administrative salaries
2. Salary amounts or a salary schedule
3. A listing of fringe benefits
4. Required “meet and discuss” meeting, upon request

**Meet and Discuss:** The guidelines for the “Meet and Discuss” component are as follows:

Board of School Directors, upon written request of a majority of the school administrators in the district, shall be required to meet and discuss in good faith with the school administrators prior to adoption of a compensation plan.

The administrative team, including district managers, will designate a committee to represent them during the "meet and discuss" process. This committee will be known as the Compensation Plan Committee. They will meet annually with designated members of the School Board. The purpose of the meeting will be to have dialogue about common concerns and recommendations regarding the compensation package. Subsequent meetings will be scheduled as needed.

**Terms of the Plan**

"School employers shall all be required to adopt written administrative compensation plans which shall apply to eligible school administrators as provided in this section, and which shall continue in effect until a time specified in the compensation plan, but in no event for less than one year."

At Cumberland Valley, this program will be met on an annual basis for one school year (July-June) unless extended by a specified time.

## **SUPERVISION AND EVALUATION OF ADMINISTRATIVE AND MANAGERIAL POSITIONS**

### **Introduction**

Supervisory guidance cannot operate to bring about a maximum of growth if sufficient data is not generated regarding job performance. Evaluation of the effectiveness of job performance is a basic function of those in supervisory and administrative roles.

If good employees are to be selected and recognized, a sound process must be established for determining quality performance. A good performance evaluation system should be kept as simple as possible, and the appraisal system should be conducted in a positive climate.

### **Procedures for Conducting Evaluation**

The Cumberland Valley School District recognizes a need for the continued improvement of job performance. The combined efforts of all employees, instructional and service personnel, culminate in the teaching/learning acts of each classroom; therefore, nothing is more important to the success of our school district's educational endeavors than effective performance.

The Superintendent of Schools, through his/her administrative and supervisory team, shall be responsible for the supervision and evaluation of employees of the Cumberland Valley School District.

Supervision is ongoing and provides continuous feedback. Supervisors shall schedule a minimum of three benchmark conferences throughout the year to discuss performance and progress toward goals. Written notes of each meeting shall be maintained by the supervisor.

An official job review must be conducted at least one time per year to recognize successful performance. If an employee is having difficulties, it is prudent to conduct more than one review. Reviews are necessary to collect valid information and assure the employee is making every effort to correct identified deficiencies.

Before meeting for the formal review, a self-analysis of performance should be made by the employee. The supervisor should also make a review of the employee's performance before the formal meeting. Both parties should have the common purpose of indicating those items where strength now exists and those where improvement is needed.

The Superintendent and the Director of Human Resources will review the supervisors' evaluation of their employees prior to the evaluation being given to the employee.

Following the independent review by the employee and the supervisor, the parties should meet to discuss the implications of their review. They should reach agreement on the items and focus on the ones needing improvement. The supervisor, when necessary, makes a final judgment on the areas where there is disagreement.

Copies of the evaluation are distributed as follows: one copy to the employee, one copy to the supervisor, and one copy is placed in the employee's personnel file.

## APPEAL PROCEDURES

Any administrator may appeal his/her job performance review by these procedures:

1. A written request for review will be given to the person giving the performance review.
2. If the differences are not satisfactorily resolved, an appeal can be made in writing to the next level supervisor. Subsequent appeals would be made following the district's organizational chart. The Superintendent would be the last level of administrative appeal. Should the employee feel there is still a need to have the performance evaluation reviewed, the Superintendent's decision may be appealed to the School Board.

## DETERMINATION OF SALARIES

Salary increases for all employees under this Compensation Plan will be determined annually based on merit. The matrix provided in **Appendix A** will be utilized following the final performance evaluation to determine salary increases for the next school year.

Salary adjustments for employees hired in the first 3 quarters of the fiscal year are pro-rated. Employees hired in the final quarter of the fiscal year may be eligible for a salary adjustment based on market movement.

Salary ranges are included in the Plan as **Appendix B**. Market movement will be applied each year to advance the salary ranges appropriately. The adjusted ranges will be distributed once they are finalized.

## **FRINGE BENEFITS FOR ADMINISTRATIVE STAFF**

- I. Benefits for Administrative Staff
- II. Other Benefits
  - A. Vacation
  - B. Illness/Disability Leave/Disability Insurance
  - C. Childrearing Leave
  - D. Personal and Professional Leave
  - E. Jury/Witness Leave
  - F. Bereavement Leave
  - G. Medical/Hospitalization Insurance
  - H. Group Life Insurance and Supplemental Life Insurance
  - I. Additional Compensation upon Retirement, Death, or Termination
  - J. Early Retirement Incentive
  - K. Qualified Extra-Credit Reimbursement
  - L. Qualified Educational Reimbursement
  - M. Automobile Mileage Allowance
  - N. Dental Care Insurance
  - O. Vision Care Insurance
  - P. Payment for Professional Organizations
  - Q. Mandatory Direct Deposit
  - R. Section 125 Plan
  - S. Paid Holidays

## I. BENEFITS FOR ADMINISTRATIVE STAFF

### **Compensated Professional Leaves of Absence**

**Compensated Professional Leaves of Absence**, formerly Sabbatical leaves of absence, shall be granted as provided in the Public School Code of 1949, as amended. The guidelines for these leaves are referenced in Cumberland Valley Board Policy No. 438.

Administrative staff granted compensated professional leave for 1/2 year for the purpose of study will return to work at the end of coursework and complete tasks under the direction of the Superintendent or his/her designee. Leave for the purpose of professional development for one-half school term will be at seventy-five per centum (75%) of full pay.

### **Calculation of salary increases for those on Compensated Leave (Sabbatical)**

The salary increase for an employee returning from a sabbatical leave will be calculated using one of the two methods that follow:

An individual on sabbatical and away from his/her position for a one-year sabbatical will be entitled to a salary increase for the year subsequent to his/her return to his/her position based on the average of his/her job performance ratings during the most recent three years.

An individual on sabbatical and away from his/her position less than the sabbatical leave time actually requested (one-half year or one year) will be entitled to a salary increase during the year immediately subsequent to his/her return to his/her position based on the following formula:

Increase earned during time period on sabbatical and away from job will be calculated by using a pro-ration of time on sabbatical (expressed in months) over 12 months. This fraction will be multiplied by the average of his/her job performance ratings during the most recent three years.

Increase earned during periods of time an individual was not on sabbatical leave will be determined by using a pro-ration of time on job (expressed in months) over 12 months or the number representing the individual's contracted time of employment during a fiscal school year. This fraction will be multiplied by the amount earned and determined by job performance evaluation.

In addition to the salary increase, an individual on sabbatical will receive all the benefits to which he/she would have been entitled had he/she not been on sabbatical. Vacation time for those in 12-month positions will be calculated by using a pro-ration of time on the job (expressed in months) over 12 months or the number representing the individual's contracted time of employment during a fiscal school year. This fraction will be multiplied by the vacation time to which the individual is normally entitled.

## II. OTHER BENEFITS

### A. VACATION

1. All administrators who are on a twelve-month contract will receive vacation. New hires will receive a pro-rated amount of vacation days upon hire of 1.25 days per month.
2. Every year on July 1 following the initial date of hire, each administrator will be granted vacation days based on years of service.

1-5 years of service	15 paid vacation days which vest at 1.25 days per month
6+ years of service	20 paid vacation days which vest at 1.67 days per month
3. Vacation days may be carried into the next fiscal year, given those days are used by the start of that school year. Once the school year begins, five (5) unused vacation days will be automatically converted to sick days.
4. An employee who resigns will be eligible to receive a pro-rated payment for vacation days granted in the year they resign/retire. The employee will be responsible for repayment of days used beyond the pro-rated amount.
5. Generally, vacations will be taken when school or in-service programs are not in session. A maximum of ten days of vacation may be taken during the school year. Administrators cannot take more than five consecutive days of vacation during the school year.
6. The immediate supervisor and District Superintendent must approve all vacation requests.
7. It is understood that an employee hired with the requirement to work a full year before earning vacation, upon retirement or resignation will receive payment for all unused vacation days paid at the per diem rate of the retirement/resignation year salary.

### B. ILLNESS/DISABILITY LEAVE/DISABILITY INSURANCE

1. An administrative employee who is unable to perform his/her duties because of illness or disability, and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability up to one calendar year, and upon written request the leave may be renewed at the discretion of the Board. Upon return to employment, the employee shall be entitled to a position similar to the one he left.
2. Administrative team members are provided a long-term disability income plan. The elimination period is 90 days (3 months). The amount of the monthly benefit is 60% of basic monthly earnings, with a maximum monthly benefit of \$7,500. The benefit period is to age 65 if the disability occurred prior to age 60. If the disability occurs after 60, the benefit period is prorated. If the disability is permanent and other income benefit such as social security is received, these income amounts are deducted from the monthly benefit.
3. Sick Leave Days - All Act 93 administrative employees, on full time status, will receive 1

sick day for every month they are expected to work in a fiscal year (July to June). 12-month administrators will earn 12 sick days per school year. Less than 12 month administrators will earn 10 sick days per school year. Sick leave not utilized in a given year will accumulate.

4. Where injury or illness in the immediate family, as defined by the Bereavement clause, requires the Act 93 employee's absence from work, employees may use up to five (5) sick days per year to care for family members.

### **C. CHILDREARING LEAVE**

1. An administrative employee shall be entitled to childrearing leave without pay for a period not exceeding one (1) year after the date of the child's birth or acceptance of an adoptive child.
2. The employee shall give written notice of intent to utilize said leave to the Superintendent not less than sixty (60) days in advance of the effective date of the leave of absence. The employee shall request such leave specifically in writing not less than thirty (30) days prior to commencement of leave, provided that such notice not be given if an emergency occurs. The employee's position or one equivalent to it shall be held open during the period of childrearing leave. The employee must confirm in writing his/her intention to resume employment by giving at least sixty (60) days' notice prior to his/her scheduled return. If such a leave terminates on or after April 15th of any year, the employee shall notify the School District in writing of the employee's intent to resume employment at the beginning of the next school year and the employee's leave shall be extended until the beginning of school. If the employee fails to give such notice, the employee shall be deemed to have waived the right to resume employment and his/her status, as Employee shall be terminated. During childrearing leave, the employee shall retain unused sick leave, shall retain credits toward sabbatical leave, and shall retain credit for past service.
3. The administrative employee shall receive no compensation during a childrearing leave of absence.
4. Prior to commencing an unpaid childrearing leave, the employee may utilize accumulated sick leave for the period of any actual disability only, as certified by the employee's physician.
5. An employee who has completed a minimum of five (5) years of service in the Cumberland Valley School District shall be entitled to the medical and hospitalization insurance coverage as provided in Part F herein below while on such childrearing leave of absence.
6. To the extent that any part of the foregoing childrearing leave is at variance with the lawfully promulgated Rules and Regulations of the Pennsylvania Human Relations Commission, the same shall not be enforced but shall be interpreted and enforced in compliance with such Rules and Regulations, as the same may be adopted from time to time.

**D. PERSONAL AND PROFESSIONAL LEAVE**

1. During each school year, within the terms of this plan, each full time administrator covered by this plan is entitled to three (3) personal leave days with pay each year cumulative to a maximum of six (6). Prior notification of intention to use said leave should be submitted in writing so proper records can be maintained. An employee who has accumulated a maximum of six (6) personal leave days shall have the right to have a maximum of two (2) such personal leave days per year transferred and added to his or her sick leave as additional sick leave.
2. Requests for attendance at professional meetings shall be submitted to the Superintendent for approval. This determination shall be made after consultation with the immediate supervisor to outline the benefits that will accrue to the Cumberland Valley School District by such visitation.

**E. JURY/WITNESS LEAVE**

An administrator/supervisor called for jury duty or to give testimony on behalf of the school district, as a witness under subpoena, or to testify in cases related to their employment before any judicial or administrative tribunal shall be compensated for the difference between the administrator/supervisor pay and the pay received for the performance of such obligation.

**F. BEREAVEMENT LEAVE**

1. **Immediate Family:** An employee shall be entitled to five (5) school days of leave of absence with pay because of the death of a member of the immediate family of such employee. An employee desiring such leave shall request the same through the Superintendent or designee. The term "member of immediate family" is defined to include the employee's father, mother, brother, sister, son, daughter, spouse, or any person with whom employee has made his home at the time of said death.
2. **Near Relative:** An employee shall be entitled to three (3) school days of leave of absence with pay because of the death of a near relative of such employee. An employee desiring such leave shall request the same through the Superintendent or designee. Such leave of absence shall include the day of the funeral of the near relative. The term "near relative" is defined to include the employee's grandparent, grandchild, brother-in-law, sister-in-law, parent-in-law, son-in-law or daughter-in-law.
3. **Other Relative:** An employee shall be entitled to one (1) day leave of absence with pay on the day of the funeral because of the death of the employee's first cousin, aunt, uncle, niece or nephew. An employee desiring such leave shall request the same through the Superintendent or designee.
4. **Extended Travel:** In the event that an employee is entitled to bereavement leave under Sections 2 or 3 above, and providing that this leave is because of the death of a relative of the employee described in Sections 2 or 3 and providing that extended travel of 400 miles or more round trip is necessary, and providing such leave shall be requested in advance, the employee shall be entitled to one (1) additional consecutive day of absence with pay.



**G. MEDICAL/HOSPITALIZATION INSURANCE**

1. The School District shall offer a Health Reimbursement Account (HRA) - Preferred Provider Organization (PPO) Hospitalization and Medical insurance program, and provide a pharmacy benefit as described below by an insurer or insurers selected by the employer. The PPO with an HRA effective on July 1, 2015, shall include an in-network deductible of \$1,000/\$2,000. The employee shall only be responsible for the first \$500/\$1,000 of the deductible. After that responsibility has been met, the District shall pay the remaining deductible expense via the HRA.
2. The School District shall offer an optional Health Savings Account (HSA) effective January 1, 2016 providing ten percent (10%) of the group enroll in the plan. The QHDHP HSA shall include an in-network deductible of \$2,000/\$4,000. The District will fund this plan in the amount of \$1,500/\$3,000. Expenses above that amount will be borne by the employee.
3. Three tiers of benefits coverage will be offered under the HRA-PPO and HSA.
  - Full-Time Employee individual
  - Full-Time Employee plus one
  - Full-Time Employee and family.
4. Beginning July 1, 2015 pharmacy benefit will be as described below:

All Prescription drugs shall require a mandatory soft generic, quantity level limits, prior authorization action, step therapy and have no deductible

Retail costs for a 30 day supply shall be:

\$5 (generic)  
\$20-brand formulary  
\$30-brand non-formulary

Mail order costs for a 90 day supply shall be:

\$10 (generic)  
\$30-brand formulary  
\$45-brand non-formulary

5. Each full-time employee will have the option to elect to be covered by either of said Hospitalization, Medical and pharmacy programs following an open enrollment period.

Employee Contributions effective July1, 2015 through December 31, 2015

Standard PPO Plan	12.75% of premium
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Beginning January 1, 2016, the employee contribution rate toward the cost of the employer's premium cost shall be as follows

Standard HRA-PPO Plan	13.00% of premium
Optional HSA Plan	13.00% of premium

Beginning January 1, 2017, the employee contribution rate toward the cost of the employer’s premium cost to include participation in a district wellness plan shall be as follows:

Standard HRA-PPO Plan & Optional HSA Plan:

	Wellness Plan <u>Participant</u>	Non-Wellness Plan <u>Participant</u>
January 1 thru December 31, 2017	13.25%	16.25%
January 1 thru December 31, 2018	13.50%	16.50%

- Effective July 1, 2015, employees electing the HRA-PPO Hospitalization, Medical and Pharmacy program provided in paragraph #1 above shall pay the same rate as the CVEA agreement, but not below 12.75% or exceed 13.50% of the annual premium of the appropriate coverage tier by payroll deduction.
- Beginning January 1, 2016, employees are strongly encouraged to participate in the district’s wellness plan. Failure to participate in the plan in the first year shall result in the employee’s premium contribution increasing by 3% in the following year above the amount referenced above. For example, if an employee does not participate in the first year of the wellness plan, beginning January 2017, s/he will be required to pay 16.25% toward the cost of the premium instead of the above stated employee contribution of 13.25%. Similarly, if the employee again does not participate in year 2, s/he will be required to pay 16.50% in year 2 instead of the above stated employee contribution of 13.50%. If at any time a non-participating employee (and spouse if so required in year 2) begins to participate and meets the requirements for that year, s/he shall pay the premium rate for the following year as a wellness plan participant. In the years in which the employee and his/her spouse are both required to participate, both must participate in the requirements of the wellness program in order to not be penalized by the higher premium contribution. The requirements of the wellness plans shall be:

Year 1-2016

Employees – complete one primary care physician visit (annual physical) per year and sign tobacco affidavit certifying tobacco user/non-tobacco user. If the employee is a user of tobacco, s/he must successfully complete a tobacco cessation program.

Year 2-2017

Employees and spouses covered by the insurance plan – complete one primary care physician visit (annual physical) per year and both employee and covered spouse must sign tobacco affidavit certifying tobacco user/non-tobacco user. If the employee and/or spouse are a user of tobacco, s/he must successfully complete a tobacco cessation program.

- The spouses of employees newly hired by the District after January 1, 2016 will have limited access to medical benefits. For such new employees, the District will not provide medical

coverage for spouses who work for and are entitled to receive benefits from any of the following entities:

- a. Federal Government
- b. Commonwealth of Pennsylvania
- c. County and Local Government
- d. Public School Districts, charter and cyber schools.

If a newly hired employee's spouse is employed but not benefit eligible, they must provide confirmation from the spouse's employer.

9. Effective the 2005-06 school year, employees can opt to discontinue coverage and receive 25% of the annual premium savings. Those opting out must present proof of alternate coverage to the District. Those who opt out will receive the buyout amount in two (2) checks (December, June). Those employees may rejoin if necessary with proof of a qualifying event resulting with the loss of alternate coverage. There shall be no entitlement to a further buyout if the employee rejoins the District's coverage.
10. Effective July 1, 2002, all duplicate healthcare coverage shall be discontinued. Where husband and wife are both District employees, they will be covered by one family policy. Discontinuance of the second or duplicate policy will be mandatory.

**NOTE:** Upon retirement, an employee may continue medical/hospitalization insurance coverage at the group rate until his/her 65<sup>th</sup> birthday by remitting the premium to the school district.

## **H. GROUP LIFE INSURANCE AND SUPPLEMENTAL LIFE INSURANCE**

The School District shall pay the premium cost of individual life insurance coverage for each medically acceptable administrator, as determined by the insurance company, under a group life insurance program selected by the School District whereby each such administrator shall be entitled to death benefits in the amount of two and half (2-1/2) times the employees annual salary (minimum of \$100,000 and maximum of \$250,000). If the administrative group desires to purchase additional life insurance, an additional amount of \$30,000 or \$150,000 may be purchased. Proof of insurability will apply to optional term life insurance.

## **I. ADDITIONAL COMPENSATION UPON RETIREMENT, DEATH, OR TERMINATION**

1. Upon retirement, a full time employee having served the Cumberland Valley School District for a period of at least ten (10) years shall be entitled to additional compensation in the form of a cash payment computed by multiplying the number of years of Cumberland Valley experience by \$50.00 per year. This payment will be made at the retirement date of the employee and is not subject to the 120-day notice requirement defined in #4.
2. Upon retirement, a full time employee having served the Cumberland Valley School District for a period of at least ten (10) years shall be entitled to additional compensation in the form of a cash payment computed by multiplying two-thirds of the number of such employee's

unused accumulated sick leave days (but not to exceed 200 days) by the per diem rate of \$130.00.

3. In the event that any employee with at least ten (10) years employment with the Cumberland Valley School District voluntarily terminates his or her employment such employee shall be entitled to additional compensation in the form of a single cash payment computed by multiplying one-third of the number of such employee's unused accumulated sick leave and personal leave days (not to exceed 130 days) by \$60 per day.
4. In order to qualify for any benefits under #2 or #3, the employee must give not less than 120 days written notice of his/her retirement or voluntary termination. An employee shall have thirty (30) days from the date the written notice was submitted, to advise the Board, in writing, of his/her intention to rescind his/her retirement or voluntary termination. The Board shall accept an employee's rescission of his/her retirement or voluntary termination so long as the employee complied with the conditions set forth above. The Superintendent, in his/her sole discretion, and on a non-precedential basis, can waive the 120-day written notification requirement above and deem an employee qualified for benefits.
5. All administrators will be required to participate in district deferred compensation pay plans upon termination of employment. Eligible contributions include accumulated sick, personal and vacation days, as well as other forms of special pay.

**J. EARLY RETIREMENT INCENTIVE**

1. A full-time Act 93 employee shall be eligible to participate in the voluntary early retirement incentive plan (ERIP) and to receive the benefit provided by the plan if the following eligibility criteria are met:
  - a. The applicant must have a minimum of thirty (30) years of service under the Public School Employees Retirement System and 15 years of service in Cumberland Valley School District.
  - b. For retirements effective at the end of the 2015-2016, 2016-2017 and 2017-2018 fiscal years, the applicant shall deliver to the District a letter of retirement not later than December 5<sup>th</sup> of 2015, 2016, or 2017.
  - c. Retirement shall be defined as the withdrawal from active service on a superannuation or early retirement basis and the drawing of an annuity from PSERS. The term retirement, for purposes of this resolution, shall not include disability retirement.
2. The benefit under this plan will be an incentive cash payment in the total amount of fifteen thousand dollars (\$15,000) payable in the month of June of the year of retirement. If the retiree dies prior to receiving the amount payable under this provision, the remaining amount will be paid to his/her estate. All payments to eligible employees shall be made as a non-elective Employer contribution into a 403(b) a district tax sheltered account in lieu of cash payments.

3. While this plan contains specific requirements and deadlines, the Superintendent, with the concurrence of the Board, may waive strict enforcement of the notification requirement on a case-by-case basis in the interest of the District without creating a precedent or establishing a practice governing any future case. The Superintendent shall not have the authority, however, to waive the termination date of the plan as set forth in paragraph f, below.
4. It is understood and agreed that this retirement incentive is only in effect for retirements at the end of the 2015-2016, 2016-2017, and 2017-2018 fiscal years and shall expire and become null and void December 28, 2017.

**K. QUALIFIED EXTRA-CREDIT REIMBURSEMENT**

1. The School District agrees to reimburse employee for actual tuition expense incurred by the employee for graduate educational courses on the terms and within the following limitations:
  - a. The employee must have academic credentials of at least a Bachelor's Degree.
  - b. All courses and credits must be approved in advance by the Superintendent and must be (1) college or university credits in the employee's field of certification or (2) credits earned in a higher degree or certification program acceptable to the Pennsylvania Department of Education, or (3) courses meeting the criteria for approval under subsections h (1), h (2) or h (3) of this article. Preapproved courses and credits changed by college or university officials must be resubmitted and approved by the Superintendent prior to completion of the course.
  - c. An employee newly employed by the Cumberland Valley School District must commence the course for which he/she seeks reimbursement subsequent to beginning his/her actual administrative duties.
  - d. The course must be completed successfully with an earned grade of at least a "B".
  - e. Responsibility for course and credit pre-approval as well as submitting to the Superintendent necessary documentation for course and credit completion rests with the employee.
  - f. No reimbursement will be paid for credits earned in excess of eighteen (18) credits per year during any one fiscal year of this school district.
  - g. Administrators/Supervisors on sabbatical leave, for purposes of study, shall be reimbursed for credits approved by the Superintendent according to the current reimbursement schedule.
  - h. Reimbursement for actual tuition cost shall be paid to the employee subject to the following limitations:

(1) The maximum per credit reimbursement for each credit within a Master's Degree program, other approved advanced degree program or accredited college or university credits in an employee's field of certification and assignment completed with a grade of "A" or "B" or "PASS" where PASS-FAIL is mandatory, shall be one hundred percent (100%) of the amount charged per credit by Penn State University at the time the course was taken.

(2) The maximum per credit reimbursement for each credit within a Doctoral Degree program shall be one hundred percent (100%) of the amount charged per credit by Penn State University at the time the course was taken. Once the employee completes his or her dissertation and is awarded an Ed.D or Ph.D the district will retroactively reimburse the employee one hundred percent (100%) of the amount charged up to the per credit rate charged by Drexel University at the time the course was taken if the tuition rate was greater than the Penn State University rate.

(3) The maximum reimbursement for courses that are not within a Master's Degree program, or other approved advanced degree program or certification program, or "PASS" where PASS/FAIL is optional shall be seventy percent (70%) of the amount charged per credit by Penn State University at the time the course was taken.

(4) The Employee shall only be entitled to reimbursement once per year for any three-credit course of instruction being one (1) week in duration.

(5) The employee shall not receive reimbursement for any correspondence, audio tape, online and/or video tape courses, except as follows:

- The restrictions on correspondence, audiotape, online and/or videotape courses do not apply if the courses are offered as part of a Master's degree program or other approved advanced degree program in which the employee is enrolled.
- Other online courses may be approved at the discretion of the Superintendent if such courses are in the employee's field of certification or for a higher degree, provided the course syllabus is submitted with the application for approval.

- i. Payment of reimbursement will be made only upon receipt by the District of the employee's grade record.
- j. Reimbursements made thereunder shall not become a part of the employee's salary.
- k. The employee must remain employed by the District for a minimum period of two (2) years following completion of the course. Failure to remain for two full years will result in repayment of the reimbursement to the District. Employees leaving the employment of the District for purposes of retirement, disability, suspension, or termination by the District are excluded from this requirement.

**L. QUALIFIED EDUCATIONAL REIMBURSEMENT**

An Act 93 employee not certificated through the Pennsylvania Department of Education may apply to the Superintendent for reimbursement for coursework that will enhance said person's skills and be of benefit to Cumberland Valley. This coursework may take the form of seminars, workshops, graduate and undergraduate experiences that can be directly tied to the employee's job function(s). The employee must receive preapproval from the Superintendent in order to receive District reimbursement for a seminar, workshop, graduate or undergraduate course. The District will reimburse the employee for the actual cost of the workshop or at a cost of no more than 100% of the rate for three graduate credits at Penn State University. If Cumberland Valley **requires** the employee to complete a training session, then the District will bear the entire cost of the required training.

**M. AUTOMOBILE MILEAGE ALLOWANCE**

An employee who operates his/her private automobile in the performance of his/her professional duties or on official business of the District and provided such business and approximate anticipated mileage shall be approved by the employee's supervisor, shall be reimbursed a mileage allowance at the rate per actual mile as published by Internal Revenue Service as the allowed standard flat rate for personal income tax deduction purposes. In the event that the Internal Revenue Service discontinues such publication or allowed standard flat rate deduction is terminated, the rate shall be the last allowed by the IRS.

**N. DENTAL CARE INSURANCE**

1. The School District shall pay the entire premium cost attributable to each employee for dental care insurance as selected by the School District.
2. Each employee shall have the privilege of electing to have family-dependent coverage for his/her spouse and children under the dental insurance provisions mentioned in Paragraph 1 immediately above as the same is available through said insurer or insurers. In addition to the School District's obligation to pay the premium cost for the coverage attributable to the individual employee under Paragraph 1 immediately above, the District shall pay the premium cost attributable to such family-dependent coverage.
3. Effective July 1, 2006, all duplicate dental coverage shall be discontinued. Where husband and wife are both District employees, they will be covered by one family policy. Discontinuance of the second or duplicate policy will be mandatory.

**O. VISION CARE INSURANCE**

1. The School District shall pay the entire premium cost attributable to each employee for vision care insurance as selected by the District.
2. Each employee shall have the privilege of electing to have family-dependent coverage for

his/her spouse and children, and the District shall pay the premium cost attributable to such family dependent coverage.

3. Effective July 1, 2006, all duplicate vision coverage shall be discontinued. Where husband and wife are both District employees, they will be covered by one family policy. Discontinuance of the second or duplicate policy will be mandatory.

**P. PAYMENT FOR PROFESSIONAL ORGANIZATIONS**

The School District agrees to pay the cost of professional dues to one state and one national organization in the administrator's area of responsibility as approved by the Superintendent.

**Q. MANDATORY DIRECT DEPOSIT**

Direct deposit of payroll at a bank or financial institution designated by the employee is mandatory for all employees.

**R. SECTION 125 PLAN**

1. All employees under the Act 93 Compensation Plan will be eligible to participate in a Section 125 Plan to include premium only, medical reimbursement and dependent care reimbursement plans.
2. All employees under the Act 93 Compensation Plan who chose the HSA QHDHP Health Plan will be eligible to participate in a Limited Purpose Section 125 Plan for dental, vision, reimbursement and dependent care reimbursement plans.
3. The IRS Section 125 Plan will allow the applicable employee participation payment to be deemed a pre-tax deduction. As a result of changes to regulations governing Section 125 unreimbursed medical FSA plans under the Internal Revenue Code, the plan document will be modified to permit \$500 of unused health FSA amounts remaining at the end of a plan year to be paid or reimbursed to plan participants for qualified medical expenses incurred during the following plan year.

**S. PAID HOLIDAYS**

All administrators will receive paid holidays according to the following schedule.

1. Twelve-month administrators will receive ten (10) fixed paid holidays each fiscal year – New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas Day.
2. Twelve-month administrators will also receive five (5) flex, pre-selected paid holidays to be taken on days designated non-student/non-staff days on the district calendar. The Superintendent will designate up to two (2) non-student/non-staff days during the school year that cannot be used as flex days for the purpose of leadership training.



4. Twelve-month administrators required to work on a selected flex holiday will be allowed to take the holiday on another day (upon approval of their supervisor).
5. Less than twelve-month administrators will receive 10 fixed paid holidays each fiscal year – New Year’s Day, President’s Day, Good Friday, Memorial Day, Labor day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas day.
6. Less than Twelve-month administrators will also receive one (1) flex, pre-selected paid holiday to be taken on days designated as non-student/non-staff days on the district calendar.
7. All administrators will be required to work during non-listed, school student holidays or use other paid leave.

## Appendix A Cumberland Valley School District Determining Salary Increases

This matrix is based on an individual's performance and their position in their salary range. The following steps are used to determine an employee's pay raise:

1. Determine the total evaluation score (add areas I, II and III) - \_\_\_\_\_ (possible 150)
2. Use the following formula: 
$$\frac{\text{Current Salary}}{\text{Current Midpoint}} = \text{Percentage of the Midpoint}$$
3. The percentage of the midpoint along with the total evaluation score will determine the pay raise formula by where the two intersect on the matrix.
4. X is determined by the school board. So, the actual pay raise is then determined by the percent added or subtracted from X.

For example, if an individual received an evaluation score of 130 points and is at 93% of the midpoint with the board determining that X will equal 3%, then the pay raise for this individual would be a 5% pay raise.

### Performance Evaluation Score

	Highest Possible Standard	Expected Area of Performance	Needs Improvement	Serious Problems Exist	
	150-135	134-116	115-100	99-83	82 or less
<b>80% &amp; Below</b>	X+4%	X+3.5%	X+2.5%	X	No increase
<b>81% to 85%</b>	X+3.5%	X+3%	X+2%	X-1%	No increase
<b>86% to 90%</b>	X+3%	X+2.5%	X+1.5%	X-1.5%	No increase
<b>91% to 95%</b>	X+2.5%	X+2%	X+1%	X-2%	No increase
<b>96% to 100%</b>	X+2%	X+1.5%	X	No increase	No increase
<b>101% to 105%</b>	X+1.5%	X+1%	X-.5%	No increase	No increase
<b>106% to 110%</b>	X+1%	X+.5%	X-1%	No increase	No increase
<b>111% to 115%</b>	X+.5%	X	X-2%	No increase	No increase
<b>116% to 120%</b>	X	X-.5%	X-2.5%	No increase	No increase

*Note: If the formula from an administrator's evaluation calculated a reduction to the administrator's current salary, the current salary would simply remain the same. In other words, there would be no reduction in pay.*

**Appendix B**  
**Cumberland Valley School District**  
**2016 Salary Act 93 Salary Ranges**

	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b><u>Range I</u></b> Director of Student Services	<b>\$100,746</b>	<b>\$120,895</b>	<b>\$141,044</b>
<b><u>Range II</u></b> Director of Special Ed. High School Principal	<b>\$94,432</b>	<b>\$113,318</b>	<b>\$132,204</b>
<b><u>Range III</u></b> Associate HS Principal Elementary Principal Middle School Principal Supervisor of Curr, Instr, & Tech Business Manager	<b>\$90,384</b>	<b>\$108,461</b>	<b>\$126,538</b>
<b><u>Range IV</u></b> Asst. High School Principal Special Education Supervisor	<b>\$84,936</b>	<b>\$101,923</b>	<b>\$118,911</b>
<b><u>Range V</u></b> Asst. Middle School Principal Athletic Director (w/Princ Cert) Department Supervisor Facilities Director	<b>\$77,037</b>	<b>\$92,445</b>	<b>\$107,852</b>
<b><u>Range VI</u></b> Athletic Director (w/out cert.) Communications Specialist Director of Mgmt Services Food Service Manager Human Resources Manager Technology Director	<b>\$65,965</b>	<b>\$79,158</b>	<b>\$92,351</b>
<b><u>Range VII</u></b> Asst. Athletic Director Asst. Business Manager Asst. Facilities Director Athletic Trainer Network Administrator	<b>\$54,368</b>	<b>\$65,241</b>	<b>\$76,115</b>
<b><u>Range VIII</u></b> Accounts Payable Coordinator Assessment Coordinator Asst. Human Resources Manager Child Accounting Coordinator Executive Administrative Asst.	<b>\$45,554</b>	<b>\$54,665</b>	<b>\$63,776</b>
<b><u>Range IX</u></b> Access Coordinator College & Career Assess Coord	<b>\$42,148</b>	<b>\$50,578</b>	<b>\$59,008</b>