

A G R E E M E N T

between

**DOVER AREA SCHOOL DISTRICT BOARD OF
SCHOOL DIRECTORS**

and

**DOVER AREA SCHOOL DISTRICT SCHOOL-BASED
ADMINISTRATIVE STAFF**

for the period

July 1, 2015 to June 30, 2018

SCHOOL-BASED ADMINISTRATIVE COMPENSATION PLAN

The Board of School Directors (hereafter referred to as Board) and School-based Administrators of the Dover Area School District recognize the significance of dynamic, progressive leadership in developing, implementing and maintaining an effective district-wide educational program. The following three-year compensation plan (prepared under the auspices of Section 1164 of the Pennsylvania School Code of 1949, as amended by Act 93 of 1984, and Board Policy #328), agreed to by the aforementioned parties, is designed to reflect this belief.

DEFINITION

For the purpose of this agreement, the term Administrator shall refer to the following positions: School Principals and School Assistant Principals (School-based Administrators). The Board may also designate other positions, coverable under Act 93 guidelines, as administrative.

GUIDELINES

I. LENGTH OF WORK YEAR

- A. All current school-based administrative positions have a 12-month work year (261 workday schedule). School-based administrators are expected to report to work on inclement weather days unless otherwise directed by the Superintendent or the State Department.

II. SICK LEAVE

- A. On the first day of each school year, each school-based administrator shall be credited with sick leave allowance in accordance with the following schedule: 12 month employee = 12 days
- B. Sick days at retirement are capped at 120 days which will be paid at the rate of \$95.00 per day. Payment will be made into a 457B plan. School-based administrators shall not be eligible for this benefit until the District has employed the individual as a school-based administrator for five (5) years.
- C. Twenty-five (25) days of sick leave may be transferred from another school district. School-based administrators may carry over a maximum of 120 days from a teaching position within the district.
- D. If a School-based administrator voluntarily leaves the District prior to retirement, the amount of earned sick leave and payment of same for the current year shall be paid at \$95 per day for up to 120 days. School-based administrators shall not be eligible for this benefit until the District has employed the individual as a school-based administrator for five (5) years.
- E. If a school-based administrator involuntarily leaves the district due to a layoff, any payment for sick days will be determined by the superintendent. If a school-based administrator involuntarily leaves the district due to just cause, no payment of sick days will be made to the school-based administrator.

III. VACATION DAYS

- A. The district shall provide twelve (12) month school-based administrative employees the opportunity to earn vacation time annually.

- B. All twelve (12) month school-based administrative employees will earn 1.5 days of vacation per month and will be credited the 1st of each month.
- C. No school-based administrator may have more than a total of thirty (30) vacation days at any given time. On June 30th of every year, any days over thirty (30) will be converted to sick time.
- D. School-based administrators who are in their first year of employment with the district and leave will reimburse the district for all paid vacation time utilized.
- E. School-based administrators must request scheduled vacation through their Supervisor at least two weeks (14 days) prior to the scheduled first day off for vacation requests involving 3 or more days.
- F. All vacation schedules are subject to final approval by the Superintendent.

IV. PERSONAL TIME

40 → 30 / June → July

- A. All school-based administrators under this agreement will be given 3 days of personal leave. All personal requests leave must be made within 48 hours of the desired time to the superintendent.

V. PAID HOLIDAYS

All school-based administrative employees shall receive the following paid holidays annually, as follows:

- New Year's Eve and New Year's Day
- Martin Luther King's Day.
- Easter Holiday Break (based on approved academic calendar)
- Independence Day and day before or day after
- Memorial Day
- Labor Day
- Thanksgiving Break
- Winter Recess

VI. PROFESSIONAL DEVELOPMENT

- A. Reimbursement for Professional Development will match the terms and conditions in the Professional Development Section of the current Professional Contract. School-based administrators will be reimbursed for Act 45 credits.
- B. A Professional Development conference will be at the recommendation of the superintendent, discretion of the Board, and the availability of district funds.
- C. The district will pay annual membership costs in one (1) professional organization. This will permit a maximum of \$300.00 per individual on an annual basis. (The Board, upon the recommendation of the Superintendent, may approve additional funding for memberships).
- D. Over the next three years, 1/3 of the school-based administrators per this agreement (3 per year) will be given the opportunity to attend a conference (state or national) each year at a rate of \$1,250.00 per school-based administrator

VII. BENEFITS

- A. \$125,000 term life insurance.
- B. \$1,200.00 Employer Matching Tax Sheltered Annuity Plan paid on or before June 30 each fiscal year. The school-based administrator can begin contributing employee deferral(s) July 1 through June to meet and be eligible for the match employer contribution on or before June 30. The

District, as the employer, will match school-based administrator's tax sheltered contribution dollar for dollar up to a maximum of \$1,200 per fiscal year. School-based administrator's tax sheltered contributions(s) must be in accordance with the Districts 403B Plan document. Vendor selections can be any vendor who accepts employer contribution and is listed on our current active vendor listing.

C. Medical and dental benefits:

- As accorded to the professional staff by contractual agreement.
- Upon retirement from education, after thirty (30) years of educational service, five (5) of which must have been as an Administrator within the District, any Administrator may choose to continue to receive his/her benefits (individual coverage only) through the District's insurance program, by paying 50% of the total district cost for individual coverage listed in the contract.
- Benefits for Administrators will be in effect for a maximum period of seven (7) years or age 65 whichever occurs first.
- Disability insurance following a 90-day waiting period of sixty percent (60%) of monthly salary to maximum of \$5,000 per month, with duration until age

D. Travel Accident Insurance, basic coverage, for Administrators is provided under this agreement for purpose to protect against accidents occurring while an Administrator is on school premises in execution of duties or when traveling on school related business. Twenty-Four (24) hour coverage is available for school-based administrators at the additional cost per the coverage plan.

VIII. COMPENSATION PLAN

- A. For the three (3) years of this agreement, all administrators will receive a 1.5% increase based on a satisfactory evaluation conducted yearly
- B. School-based administrators will have the option to receive 1.5% additional pay based on the following criteria:
 - 80% or higher SPP score (.5%)
 - Year to year growth (.5%)
 - Multiple year growth (.5%)
- C. There will be no bonus pay for attainment of additional degrees
- D. The School Board has the option of salary adjustments once they have negotiated with the school-based administrators based on changes to the economy, salary schedule, and performance.
- E. In the event that this contract expires all portions and categories will remain active except advancement of compensation.

ELEMENTARY PRINCIPAL		
Start	Mid-Point	Top
\$84,798	\$96,912	\$109,026
Year 1	Year 8	Year 16

MIDDLE SCHOOL AND HIGH SCHOOL PRINCIPAL		
Start	Mid-Point	Top
\$90,659	\$103,610	\$116,561
Year 1	Year 8	Year 16