

EAST PENN SCHOOL DISTRICT
ADMINISTRATIVE COMPENSATION PLAN
2015-2016, 2016-2017, 2017-2018

ADMINISTRATIVE COMPENSATION PLAN

EAST PENN SCHOOL DISTRICT

July 1, 2015 – June 30, 2018

Introduction

It is acknowledged that this plan addresses the major elements of compensation and that a sensitive balancing of these elements has been incorporated into it.

It is acknowledged that this plan serves the public's interest, particularly by its emphasis on rewarding meritorious performance.

It is acknowledged that key roles are performed by the School Board and the Superintendent in the management of the plan in a manner that promotes and maintains its integrity.

It is acknowledged that an accurate description of the plan is contained in Appendix A, that an accurate depiction of salary schedules is contained in Appendix B, and that an accurate listing of collateral benefits is contained in Appendix C. All appendices are to remain in effect from July 1, 2015 to June 30, 2018.

APPENDIX A

PLAN DESCRIPTION

I. Objectives of the Plan

- A. To assure that all salaries fall within the established ranges for each position and are related to job performance.
- B. To maintain salaries that are competitive with comparable school districts.
- C. To maintain equitable interpositional salary relationships within the East Penn School District.

II. Responsibilities for Salary Administration

A. Board of School Directors

- 1. Have final authority to adopt all related policies and changes, to approve medians, and to ultimately set salaries based on the recommendations of the Superintendent.
- 2. Authorize the Superintendent to equitably distribute an amount of money annually determined to be the funding level for the upcoming school year.

B. Superintendent of Schools

- 1. Recommend for Board adoption any policies or changes related to the compensation plan.
- 2. Recommend for Board approval the amount of money to be allocated for salary increases.
- 3. Perform a thorough performance evaluation of each administrator using the district evaluation instrument and recommend individual salary adjustments based on the level of performance.

III. Compensation Related to Performance

A. Since the performance of individuals can vary, the compensation of individuals can also vary within salary ranges due to these differences in performance. However, in most cases an individual's salary will not exceed the maximum of the range unless due to a demotion or natural progression based on regular annual increases with multiple years of service in a position.

B. On recommendation of the Superintendent, the School Board annually approves the amount of money to be made available for salary adjustments. The funding level is determined by considering such factors as general economic conditions, salaries in comparable school districts and relationships to other contracted salaries.

C. In subsequent years, the funds will be applied by the Superintendent on the basis of meritorious performance as determined by the evaluation rating form. All salaries are subject to approval by the School Board, on or about June 30. Adherence to the basic concepts of this compensation plan is the criterion for approval.

D. A performance rating of unsatisfactory will warrant no salary increase for the subsequent school year.

E. Salaries are normally adjusted once annually, unless special circumstances arise which the School Board feels warrant some other arrangement.

F. Employees new in a position will start at a salary consistent with their training and experience that will, in most instances, be between the minimum and the median of the range, but not less than the minimum salary of the range. All starting salaries will be approved by the Board based on the Superintendent's recommendation.

G. Salaries for "acting" administrators are special cases and are handled on their own merits outside of this plan. A minimum of 5% of the median of the range for the acting position will be added to current salary.

IV. Competitive Salary Levels

- A. The salary structure is reviewed annually. The Superintendent will recommend changes to the School Board who will approve necessary changes.
- B. The salary range represents the fair value for each position.

V. Equitable Job Relationships

- A. It is recognized that each position holds varying levels of accountability, technical know-how, span of control, public contact, and impact on children and freedom to act. Therefore, it is critically important to recognize these factors by maintaining appropriate differentiation in the salary ranges between and among the different job positions.
- B. Newly created positions or substantial changes to any of the existing positions will require reevaluation at the time of the change.
- C. Salary ranges must be formally reevaluated at least every four years to assure that they fairly represent the value of a competent performer in the position.

VI. Sabbatical and Compensated Professional Leaves

- A. Salary determination for the leave year will be one-half salary during the school term, and days outside of the school term as approved by the Superintendent, plus full pay for any vacation days or days worked outside the school term. No vacation days may be taken during the school term (i.e., during the actual leave).
- B. Vacation entitlement for the subsequent year will be 13 days with an additional five days of rollover, if requested.
- C. Sick day entitlement for the subsequent year will be 8 days.
- D. All insurances will remain as if the employee is at work and will be based on the July 1 salary.
- E. Salary for the subsequent year will be determined by adding the standard increase to the previous year's salary. In addition, the person on leave may elect to apply for up to 50% merit potential, subject to

Board/MD approval.

VII. Appeal Process

Administrators who have questions or concerns about the final evaluation score or the process of evaluation shall have the opportunity to discuss their concerns with the Superintendent. The Superintendent shall make the final and binding decision. The district organization chart shall be followed in all cases of appeal.

VIII. Confidentiality

The results of the evaluation, including the final evaluation score, and descriptors and definitions explaining the score are part of the employee's personnel file and are confidential.

APPENDIX B
SALARY RANGES

The following ranges will be in effect from July 1, 2015 to June 30, 2018:

<u>POSITION</u>	<u>RANGE</u>
Director, Student Services	98,000 to 135,000
Director, Technology	98,000 to 135,000
Supervisor, Special Ed.	85,000 to 110,000
Principal, Senior High	98,000 to 142,000
Director, K-12 Curriculum	98,000 to 135,000
Director, Special Education	98,000 to 135,000
Supervisor, Curriculum	85,000 to 110,000
Principal, Middle School	90,000 to 135,000
Principal, Elementary	90,000 to 125,000
Assistant Prin., Senior	85,000 to 110,000
Assistant Prin., Middle	85,000 to 110,000
Director, Facilities	98,000 to 135,000
Assistant Director, Facilities	80,000 to 100,000
Athletic/Activities Director	70,000 to 110,000
Assistant Activities Director	50,000 to 80,000

The Board approved full funding of up to 5.0% of the Act 93 members' 2013-14 and each successive years' salaries, which is distributed based solely on performance determined by the Superintendent. This increase can be (a) added to the base pay and/or (b) awarded on a one-time basis for members who reach the maximum on the salary range. In addition, one-time merit can be awarded to any member whether or not the member has reached the maximum on the salary range. The one-time merit payments are funded through the full funding amount. For those members who exceed the range for their position, annual increases will be based upon the salary of the previous year and the recommendation of the Superintendent.

A pay for performance program funded at \$15,000 will be continued in the 2015-2016, 2016-2017 and 2017-2018 years.

Distribution of the funds will be based on two items:

The first is that Act 93 members may submit a proposal to the Superintendent to receive a portion of these funds or the Superintendent may award an individual a portion of the funds based on meritorious service.

The second is based on a high ratio of administrator to professional member evaluations as called for under Act 82. These funds will be granted when the caseload of professional member evaluations per building administrator exceeds 37.

In each case, the Superintendent will determine a fair amount for distribution to the individual Act 93 member. Payments from this fund will not be considered salary.

APPENDIX C

COLLATERAL BENEFITS

Vacation

Five days, prorated, during first year of service. Up to five additional vacation days may be borrowed from second year of service and used during the first year of service upon approval of the Superintendent. Fifteen days after one year of service. One additional day for each year of service, to a maximum of twenty days. If requested in writing, ten (10) vacation days may be carried over into the next year with the provision that at least five (5) days of those carried over must be used by September 1.

Insurances

1. Group term life insurance at thrice annual salary, rounded to highest \$1000.
2. Hospitalization, dental, prescription drug (\$10.00 deductible), major medical (\$250/\$500 deductible) to \$1,000,000 for dependents, including students to age 25, mail order prescription drugs, and Managed Care/Pre-certification programs.
3. Highmark Blue Shield: Effective July 1, 2016, all members will move to the PPO Blue 1 Medical insurance plan. The premium contribution for each employee shall be 8% of the annual premiums.
4. Effective July 1, 2017, all members will move to the Preferred Provider Option 6 (PPO 6) Medical insurance plan. The premium contribution for each employee shall be 8% of the annual premiums. This plan includes a \$500 in network individual deductible; \$1000 in network family deductible, 100% coinsurance, \$20 office copay and \$35 ER copay.
5. Disability insurance at 2/3 salary to age 65.

Leave Days

1. Twelve sick days annually and cumulative: an additional ten at 50% pay.
2. Personal and emergency days as approved by the Superintendent.
3. Maximum of two religious holidays annually.

4. Bereavement leave: five days for immediate family; one day for near relative or friend.
5. Jury duty as per teacher contract.

Retention Incentive Program

1. All administrators employed by the district for at least five (5) years who qualify for retirement under provisions of the Public Employees Retirement System (PERS) are eligible for the Retention Incentive Program (Policy 350.1). Upon receipt of a letter of resignation and application to PERS for benefits at least ninety (90) days prior to the date of retirement, the administrator will be eligible for the following:
 - a) individual medical/hospitalization benefits until age 65 or upon becoming eligible for government sponsored hospitalization.
 - b) payment to a 403(b) account or a 457 account of 1% of final year salary for all years of service prior to age 50, 2% of final year salary for all years of service between age 50 and 54 and 3% of final year salary for all years of service, age 55 and above.
 - c) the ability to purchase health care benefits for dependents.
2. All administrators who meet the requirements listed are eligible to participate in the Retention Incentive Program (Policy 350.1).
3. The school district shall make a non-elective employer contribution into a 403(b) account and/or a 457 account established by the employee with one of the authorized investment providers approved under the district's 403(b)/457 Plan in an amount equal to the Retirement Incentive Program payment referenced in 1b above.

Other

1. An annual pool of funds for memberships and publications will be established equal to \$350 per Act 93 member. This pool will be distributed among the members on an as-needed basis subject to review by the Superintendent.
2. Uncovered medical related expenses at \$1000.00 annually for the employee and his/her immediate family that are included on district medical insurance. Receipts and Explanation of Benefits (EOB) must be submitted with reimbursement request.
3. Tuition reimbursement at 100% for coursework which is pre-approved and in the field of education.

Whenever an employee has received tuition reimbursement for coursework approved by the superintendent, the employee will have an obligation to repay to the School District fifty percent (50%) of the reimbursement that was paid if the employee terminates their employment with the School District within one (1) calendar year from the date of completion of the course(s) or repay twenty-five percent (25%) of the reimbursement that was paid if terminating employment within two (2) calendar years from the date of completion of the coursework. For purposes of this provision, the employee's termination date shall be the last day of employment with the school district. Employees terminating their employment with the school district for the following reason shall be exempt from the preceding reimbursement requirements: Retirement through PSERS, dismissal or furlough by the School District, non-return to employment following childrearing or general leave of absence, and/or medical disability. Programs of study must be approved by the Superintendent before beginning the program. Subsequently, each course required for completion of the program must be approved before beginning that course. All courses must be completed with a passing grade in order to qualify for reimbursement from the school district.

4. Daily meal allowance maximum for approved conferences at \$60.
5. An optional payment of \$1800 included within the Section 125 Plan for non-inclusion in healthcare benefits if proof is provided of health care coverage by another entity.
6. Voluntary Section 125 benefits will be available for medical savings and childcare savings plans.
7. The district reserves the right to implement additional components of a voluntary Section 125 plan in the future.