

**Elizabethtown Area School District
Act 93 Administrator Agreement
July 1, 2013 to June 30, 2016**

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STRUCTURE, DURATION and DEFINITION

Structure of Plan

This constitutes an agreement between the Elizabethtown Area School Board and the Act 93 Administrators. Changes will be made only after Meet and Discuss as defined in Act 93. Terms of the agreement fall under Section 1164 of the Pennsylvania School Code. This is not a negotiated agreement under representation of any union.

Duration of Plan

This agreement is in effect from July 1, 2013 - June 30, 2016.

Definition of Administrators Covered

All full time and part time educational administrators and directors, with the exception of the Superintendent, Business Manager and Human Resources Director, will participate in this agreement. Benefits for part time administrators will be prorated.

PERSONNEL POLICIES

Transfers

Requests may be made by an administrator to transfer to a different position or building and shall be filed in writing with the Superintendent, stating the reasons for seeking transfer, the building or position sought and the applicant's qualifications. Such requests shall receive careful consideration by the Superintendent.

Involuntary transfers of administrators shall be made at the discretion of the Superintendent, at which time the affected administrator shall be notified in writing, setting forth the reason for such transfer.

When practical, all transfers of administrators, voluntary or involuntary, should be accomplished so that said individual will assume his/her responsibilities by July 1.

Notification of Demotion/Furlough

Any administrator who is being demoted for reasons other than discipline must be notified of the demotion by the last day of the school year for teachers. Any administrator who is being furloughed must be notified of the same at the last public meeting of the Board in the month of May. Administrators who are demoted for any reason or furloughed must be provided:

- A written basis for the Board decision to demote or furlough; and
- An opportunity for a hearing before the Executive Committee of the Board.

Seniority

Administrators will be accorded seniority rights as stated in the Pennsylvania School Code.

ADMINISTRATOR COMPENSATION

Salary Administration

Annually, the Board of School Directors will approve a salary increase budget based on the District's overall budget and other economic factors. District Administration will be assigned a portion of the salary increase budget at least equivalent to the overall salary increase budget for the District. The budgeted amount will be reflected as a percentage of the total Administration base salaries.

District Administration will develop a Salary Administration Program in which the salary increase budget will be assigned to individual administrators based on:

- Performance during the previous year
- Individual competency
- Internal equity
- Position in the salary structure
- External market equity

Annually, the Board will review recommendations from the Superintendent regarding each administrator's salary and approve any recommended salary adjustments and/or pay schedule changes.

Salary increases will be effective with the first pay of July each year.

See Appendix: EASD Administrators' Salary Administration Program

ADMINISTRATOR FRINGE BENEFITS

Medical Insurance

Administrators will participate in a medical insurance program provided by the District. The benefits and premium cost share arrangements are described in the Collective Bargaining Agreement between the Elizabethtown Area Board of School Directors and the Elizabethtown Area Education Association.

Flexible Spending Account

Administrators may elect to participate in the District's Flexible Spending Account (FSA) program that provides the ability to redirect salary on a pre-tax basis to be used for unreimbursed medical expenses and/or childcare.

Wellness Program

Administrators are encouraged to participate in the District's wellness program, including membership on the Wellness Committee, various health screenings and wellness activities.

Dental Insurance

Administrators will participate in a dental insurance program provided by the District. The benefits and premium cost share arrangements are described in the Collective Bargaining Agreement between the Elizabethtown Area Board of School Directors and the Elizabethtown Area Education Association.

Vision Reimbursement

Administrators will participate in a vision reimbursement program provided by the District. The benefits and cost share arrangements are described in the Collective Bargaining Agreement between the Elizabethtown Area Board of School Directors and the Elizabethtown Area Education Association.

Life Insurance

The District shall provide term life insurance for each Administrator. The amount of insurance will equal two (2) times the Administrator's annual salary.

Disability Insurance

The District provides a disability plan that pays a benefit of sixty- six and two thirds (66.67%) of gross earnings for a lifetime maximum of two (2) years. Administrators must request the use of this benefit in writing and provide physician's certification prior to approval. The waiting period and all terms are defined in the policy.

Tuition Assistance

Act 93 administrators are eligible for tuition assistance for up to twelve (12) graduate level credits per year subject to the pre-approval of the Superintendent. Payment for additional credits is subject to the approval of the Superintendent.

The District will make tuition payments directly to the graduate school. The amount paid will be calculated as follows:

- Doctoral courses will be paid at a rate of 100% of the average of the doctoral program rates established at Drexel University, Immaculata University, and Widener University, effective September 1 through August 31 of each year of this agreement.
- Masters programs will be paid at the rates described in the Collective Bargaining Agreement between the Elizabethtown Area Board of School Directors and the Elizabethtown Area Education Association.

Administrators who do not satisfactorily complete a course shall be required to repay the full amount of the tuition received to the District.

In the event that an Administrator voluntarily leaves the employment of the District or is terminated for cause, the Administrator shall repay to the District tuition payments made on his or her behalf during the final three years of his/her employment as follows:

- Credits paid in the final year of employment shall be repaid to the District at 100%.
- Credits paid one year prior to leaving employment shall be repaid at 60%.
- Credits paid two years prior to leaving employment shall be repaid at 40%.
- No repayment is required for courses paid three years prior to leaving employment.

Professional Membership

The District will pay an administrator's membership fee for one state and one national professional organization, subject to the Superintendent's approval. Organizations that require joint membership in both the state and national levels will be considered as one membership.

Conferences

The District will pay the registration fee and expenses for attendance at one state or regional conference annually and attendance at national conventions once every two years, subject to the Superintendent's approval.

Vacation Days

Administrators with a 12-month contract will accrue 20 vacation days per school year beginning July 1 of each year. Administrators will be permitted to carry over no more than 5 unused vacation days from one school year to the following school year and may not accumulate more than 45 vacation days at anytime.

Beginning July 1, 2013, any accrued vacation days in excess of the 5 days carried over as contemplated in the previous paragraph, up to a maximum of 5 vacation days, shall be paid to the Administrator at his/her daily per diem rate into a 403(b) account.

Administrators are expected to consider the business and educational program needs of the District when scheduling vacation days. All administrator vacation requests will be subject to the approval of the Superintendent.

Upon separation from employment with the District, vacation credit will be considered accrued at 1.67 days per calendar month worked beginning on July 1. A calendar month is defined as worked when the separation date is on the 15th of the month or later. Administrators will be entitled to reimbursement of vacation accrued to a maximum of 25 days.

Sick Days

Administrators with a 12-month contract will accrue 12 sick days per year with unlimited accumulation. Administrators with a 9/10-month contract will accrue 10 sick days per year with unlimited accumulation. Administrators may use a maximum of five days as 'family care time'. The definition of family and family care time is outlined in Board Policy and the District Procedure Manual.

Sick Leave Bank

Administrators are eligible to participate in the Administrator Sick Leave Bank.

Emergency Days

Administrators will accrue two emergency days per year, cumulative to four days. Acceptable use of emergency days is outlined in Board Policy and the District Procedure Manual

Personal Days

Administrators will accrue three personal days per year, cumulative to five days. Personal days may be used for any purpose and scheduled as far in advance as possible. All administrator personal day requests will be subject to the approval of the Superintendent.

Holidays

Administrators will be paid for the following holidays:

New Year's Day	Thanksgiving Day
Martin Luther King Day	Day after Thanksgiving
Presidents' Day	Monday After Thanksgiving
Good Friday	Day before Christmas
Memorial Day	Christmas Day
Independence Day	Day After Christmas
Labor Day	

If any of the paid holidays fall on a weekend or scheduled school day, administrators will receive a floating holiday.

Additionally, administrators will be paid for 3 floating holidays to be used at their discretion throughout the year.

All administrator floating holiday requests will be subject to the approval of the Superintendent.

Retirement Service Stipend

Administrators retiring after June 30, 2012 will receive the Service Stipend benefit as described in in the Collective Bargaining Agreement between the Elizabethtown Area Board of School Directors and the Elizabethtown Area Education Association. Administrators are required to provide written notification to the Superintendent of their intent to retire by March 1st in order to be eligible for this benefit.

Retirement Savings

Administrators may take advantage of retirement savings programs including the District's 403(b) tax sheltered annuities programs that provide the ability to redirect salary on a pre-tax basis.

Other Benefits

Additional benefits as outlined by the Pennsylvania School Code that are not included herein will be provided to Administrators covered by this agreement.

CONFORMITY TO LAW

In the event that any provision of this agreement is or shall at any time be contrary to law, all other provisions of this agreement shall remain in effect.

[PLEASE SEE FOLLOWING SIGNATURE PAGE]

DATES AND SIGNATURES

On Behalf of the Elizabethtown Area School Board of Directors

Terry Seiders
Terry Seiders
President

8/13/13
Date

Caroline Lalvani
Caroline Lalvani
Vice-President

8/13/2013
Date

On Behalf of the Elizabethtown Area School District Act 93 Administrators

Gregory Kiehl
Gregory Kiehl
Director of Student Services

7/29/13
Date

Brad D. Sterner
Brad Sterner
Middle School Principal

7/29/13
Date

Appendix: EASD Administrators' Salary Administration Program

Philosophy

The Elizabethtown Area School District achieves its goals and lives its vision and mission through the quality people who educate the students of the District. High quality leadership is required to chart the course for the District and to guide faculty and staff. It is in the best interest of the District to ensure a salary administration program that will attract and retain individuals with expertise and experience in educational and/or business leadership.

The District believes that the best interest of all stakeholders is served through a fiscally responsible salary administration program that provides for fair and equitable compensation for all administrators. The program is designed to be objective and non-discriminatory, rewarding and recognizing demonstrated performance and competence. Salary increases will be based on merit, with the compensation level of each administrator based on the market value of his or her role.

Purpose

The Elizabethtown Area School District Administrators' Salary Administration Program will compensate administrators on an equitable basis, both internally and externally, while recognizing demonstrated performance. The purpose of this plan is to:

- Attract and retain the most competent and highly effective administrators
- Provide a cash compensation plan that is commensurate with the value each administrator provides to the District
- Establish differentiated salary ranges for each position based on market value and the responsibility, knowledge, skills and accountability required for the position
- Establish the District as a competitor for top quality talent within our geography and the public education sector

Establishment of Administrator Salary Ranges

The District will establish an Administrator salary structure that reflects both the external market and internal equity.

Assessing External Equity: Administrator roles will be compared to like positions in the public education sector as well as positions in private industry that include a similar level of responsibility, accountability and skill requirements. Comparisons will be made primarily within the local market area, however, depending on the position, may include state wide or national compensation data. Assessment data will be compiled to arrive at a market price for each administrator role.

Assessing Internal Equity: Administrator roles will also be assessed internally to determine the relative worth to the District when compared to other Administrator roles. Positions will be

compared based primarily upon the level of organizational responsibility and accountability. Additionally, job competency, accreditation and experience requirements will be considered.

Utilizing the internal and external data collected, the Administrator positions will be arranged in a formal job grading structure. This structure will include minimum, mid-point and maximum salary figures, with the mid-point approximating the 'market value' as determined by the assessment of internal and external equity.

Annually, Human Resources will review the salary structure and recommend adjustments to maintain market equity and competitiveness. In addition, Human Resources will recommend changes based on any realignment or restructuring of administrator responsibilities.

The Superintendent will review all recommendations and provide final approval of the Administrator salary structure.

Salary Adjustments

Generally, administrators will be considered for salary adjustments effective with the beginning of each fiscal year (July). Salary actions may include: merit increases, range minimum adjustments and/or promotions. The Board of School Directors will determine the salary increase budget for the Administrators in accordance with the terms of the Act 93 Agreement.

Merit increases are intended to advance an Administrator's base salary in proportion to the value he or she adds to the District. The superintendent or supervisor will identify the appropriate range within the salary structure based on the following factors:

- Individual performance as measured in the annual performance evaluation
- Competence and experience in the role
- Internal equity
- Current position in the salary range
- Accomplishment of developmental goals including advanced accreditation or the attainment of a relevant degree

The following provides general guidelines on where an administrator may fall within his or her salary range. Past practices regarding merit increases as well as prior limitations on merit increase budgets may have created situations that fall outside of this guidance:

- Administrators who are new to their role (no prior experience) will generally be paid at the lower end of the salary range.
- Administrators who have demonstrated performance and competence in the role over time as well as appropriate accreditation and degree attainment will generally be paid at or near the mid-point of the salary range.
- Administrators who have significant experience and competence as demonstrated by advanced degrees and accreditation and who have

performed at a high level over time will generally be paid at the higher end of the salary range.

Given a limited salary increase budget, the superintendent or supervisor will identify compensation goals based on moving administrators to the appropriate range within the salary structure for their positions. All decisions are based on documented evidence including: the annual performance appraisal, other performance data and completion of developmental activities including formal education.

General guidelines that will be used in awarding merit increases include:

- For administrators paid below the mid-point of their range, the goal is to move them to the mid-point in correlation with their development in the role at a pace that is representative of their performance.
- For administrators who are paid at or near the mid-point, merit increases reflect the additional value above the market rate, the administrator provides to the District. Upon achieving a pay rate at the mid-point, merit increases may decline even with consistent performance.
- Administrators approaching the range maximum are paid well above the market rate and will be awarded merit increases at a lower percentage even with consistent and high level performance. As an alternative, the superintendent or supervisor may consider a lump-sum merit, which is a one-time payment in lieu of an increase to base salary, based on performance results.
- Administrators whose salaries are at or exceed the range maximum will generally not receive a salary increase. The superintendent or supervisor may consider a merit bonus in this situation.

A promotion is defined as the movement from one position to another position at a higher grade level. In general, a promoted Administrator's base salary will be increased by 5% per grade level increase or brought to the minimum of the new salary grade, whichever is greater.

A range minimum adjustment will be made to bring an administrator's salary to the minimum of his or her grade. This may occur as the result of a promotion (see above) or following the adjustment of the salary grade structure. Range minimum adjustments will be applied *prior* to any merit adjustments to ensure that the administrator's salary appropriately reflects the new responsibilities *and* the prior year performance.