

FAIRVIEW SCHOOL DISTRICT

**ADMINISTRATIVE
COMPENSATION
PLAN**

JULY 1, 2015 THROUGH JUNE 30, 2018

IN COMPLIANCE WITH PENNSYLVANIA SCHOOL CODE SECTION 11-1164

**ADMINISTRATORS COVERED BY
THIS COMPENSATION PLAN**

1. High School Principal
2. High School Assistant Principal
3. Middle School Principal
4. Middle School Assistant Principal
5. Elementary Principal
6. Elementary Assistant Principal
7. Director of Student Support Services
8. School Psychologist
9. Director of Facilities
10. Director of Transportation
11. Computer Technologist
12. Assistant Business Manager
13. Director of Curriculum, Instruction and Assessment
14. Athletic Director

GOALS AND OBJECTIVES

The Goals of the Compensation Plan established by the Board and Administrative Team follow:

1. To encourage employees to excel.
2. To provide benefits which promote personal security and professional development.
3. To attract and retain excellent Administrators.
4. To compensate at a level commensurate with the ability of the District to support it.
5. To promote cooperation within the Administrative Team and between the Team and the Board of School Directors.

In light of these goals, and in order to be able to address unforeseen and unique circumstances, the Board reserves the right to modify or add to benefits provided by this Plan for individuals not employed on July 1, 2015. In the event an improvement is made to a particular benefit, the change will be discussed with the Administrative Team and consideration will be given by the Board to application of it to all employees covered by the Plan.

PURPOSE

The Fairview School District Board of Directors adopts the following Compensation Plan for School Administrators according to Section 111164 of the "Public School Code of 1949, as amended. The Board recognizes the importance of maintaining an effective Management Team to strengthen the administrative and educational programs of the School District.

BENEFITS

Section 1.

Insurance:

(a) Effective July 1, 2015, the Board will provide those covered by this plan and their dependents with health care coverage equal to that provided from time to time through the Highmark PPO Blue (Preferred Provider Organization). Covered prescription drugs must be on the Highmark Blue Cross/Blue Shield closed drug formulary, as updated from time to time by Highmark Blue Cross/Blue Shield. The current benefits are set forth in Appendix B.

(b) When husband and wife both are members of the administration or administration and bargaining unit, the District shall have the option of enrolling either as a dependent of the other, or enrolling one as an individual, if by doing so savings can be achieved, provided there shall be no loss of benefits.

(c) Benefits and coverages shall be as specified in the PPO Blue schedule of benefits attached as Appendix B. The parties recognize that from time to time during the life of this Agreement prospective amendments may be made by the carrier to that schedule, and that the maximum prescription copayment option may change. Such amendments shall govern these benefits.

(d) Provisions for participation in the costs for services will be, beginning on January 1st 2015, \$15.00 per pay contribution for single coverage. Subsequent increases in contribution per pay amounts will occur on July 1st annually.

The following schedule will then be in effect:

<u>School Year</u>	<u>Employee Per-Pay Contribution</u>
2015/2016	\$15.00 for Single, \$30.00 for Family
2016/2017	\$20.00 for Single, \$40.00 for Family
2017/2018	\$25.00 for Single, \$50.00 for Family

An administrator must apply annually for medical insurance coverage for his or her spouse using a form provided by the District.

An administrator's spouse, who is eligible for health insurance coverage offered by his or her employer, must enroll in that plan. The District's health plan will be the primary payer for administrators, but will be the secondary payer for a spouse who is eligible for health insurance benefits at his or her place of employment. For purposes of this section, a spouse is not required to enroll in his or her employer's plan if he or she must pay for 51% or more of the cost of the premium. Dependent children shall remain on the District plan.

In the event an administrator's spouse does not enroll in his or her employer's health insurance plan, and the spouse is eligible for coverage at his or her place of employment, the District's plan will cover only what the spouse's plan would not have covered had the spouse enrolled, provided the District's plan benefit is greater than the spouse's benefit. Spouses that meet the requirements of this section and who must enroll in their employer's plan must do so at the time of a new job for spouse or other triggering event where the spouse has the option to enter their employers plan.

In the event that an employee's spouse is no longer provided health insurance benefits by his or her employer, he or she shall be immediately covered by the District's plan upon written notice to the Business Office.

Effective July 1, 2015, the Board will provide dental and vision insurance benefits and coverages as summarized in Appendix C.

Group Term Life Insurance 2.5 times one's salary. Adjusted annually. Administrators can choose a lesser amount of insurance based on their needs. If they choose a lesser amount, the difference between the cost for 2.5 x salary and the cost for the amount chosen will be paid to the administrators in the form of compensation.

\$1,000,000 policy of Errors and Omissions Insurance coverage paid by the District.

Section 2.
Income Protection
Plan:

Group Long Term Disability Insurance as follows:
60% of pay
90 day wait
Benefit to age 65
Monthly maximum \$6,381

Family Social Security Offset
Own occupation to age 65
Survivor Benefit (3 x LTD Benefit to maximum in policy)
The District has the right to choose the insurance carrier provided the benefits remain the same as specified herein. The administrators subject to this Plan will be notified in the event of a change in carrier and the administrators subject to this Plan may review the policy upon request to assure the policy conforms to this Section. The District will not be liable for a difference between benefits identified in this Section and those actually provided by the policy.

Section 3.
Yearly Physical: Your health care plan provides for an annual physical. Benefits are governed by the medical plan that is in place. The co-pay will be reimbursed by the District.

Section 4.
Unused Sick Leave Compensation: Upon application for retirement, administrators with a minimum of five (5) years service to the Fairview School District can use their accumulated sick leave as follows:

\$75/day as cash payment or for medical or dental insurance premiums. The maximum benefit under this plan will be \$20,000

In the event that a person who is qualified for unused sick leave pursuant to this Section (4) of the Agreement should die before receiving the sum due, the District shall pay the share the employee would have received to a designated surviving spouse or dependent child/children or other beneficiary. At the termination of employment by the administrator for any reason, except for termination for cause under the School Code, the employee or his/her beneficiary will receive compensation only for unused sick days allocated for the current school year, prorated for the period of employment of the administrator during that year.

Section 5.
Sick Leave: 12 days per year on a cumulative basis. Employees may use no more than three (3) sick days annually to care for a sick child. A sick child shall be a minor or full time student up to age 23.

Section 6.
Coverage upon
Retirement:

Upon retirement into PSERS, an individual covered by this agreement is eligible for the medical and dental benefits provided in this agreement. However, the employee must have worked seven years in the Fairview School District as an administrator and twenty years in the PSERS.

The District contribution shall be based on the following schedule:

<u>School Year During Which Retirement Occurs</u>	<u>District's Contribution</u>
2015/2016	\$1,000
2016/2017	\$1,000

It is the intent of both the School District and the Act 93 group that the District's Contribution will go to \$0 following the 2016/2017 school year.

Section 7.
Vacation:

Twenty (20) vacation days will be allocated as of July 1st. Ten (10) of these allotted days must be used during the summer when school is not in session.

Principals, Assistant Principals, Director or CIA and Director of SSS may only use a maximum of five (5) days of vacation while teachers are in session.

Use of all vacation days requires the prior approval of the Superintendent. Vacation days not used by June 30th may be carried over until August 31st, and if not used by then will be forfeited. At the termination of employment by the administrator for any reason, except for termination for cause under the School Code, the employee or his/her beneficiary will receive compensation only for unused vacation days allocated for the current school year, prorated for the period of employment of the Administrator during that year.

Section 8.
Legal Paid Holidays:

July Fourth
Labor Day
Thanksgiving Day
Day following Thanksgiving
Monday after Thanksgiving
Last day preceding Christmas
Christmas Day

New Year's Day
Martin Luther King Jr. Day
Good Friday
Memorial Day
The days between Christmas and New Years

Section 9.
Personal Days: Three (3) days each year, subject to the Superintendent's approval. Unused personal days as of June 30 convert to sick days.

Section 10.
Graduate Credits: Credit/courses which have the prior approval of the Superintendent shall receive reimbursement for tuition for up to 12 credits per school year. In addition, books, fees, and materials will be reimbursed.

The Board will consider, upon the Superintendent's recommendation, employee requests for reimbursement of doctorate tuition, books, and fees at the rate of the school attended.

Any administrator completing a doctorate degree in education may receive a onetime salary adjustment of \$1,500 upon 1) Recommendation of the Superintendent and 2) Approval of the Board. This salary adjustment is to be added to the administrator's base pay as of the first pay period following the completion of 1) and 2) above.

The Director of Facilities, the Director of Transportation, the Computer Technologist, the Business Manager/Chief Financial Officer and the Assistant Business Manager shall, upon completion of a Master's Degree during the term of this Plan, receive a one-time salary adjustment of \$750.00 upon 1) Recommendation of the Superintendent and 2) Approval of the Board. This salary adjustment is to be added to the administrator's base pay as of the first pay period following the completion of 1) and 2) above.

An employee who resigns his/her employment or is terminated for cause within one (1) year after receiving his/her reimbursement must repay the District for 100% of all monies reimbursed by the District for graduate credits. An employee who resigns or is terminated for cause after one (1) year and before the end of the second year of receiving his/her reimbursement must repay 75% of the amount the District reimbursed him/her for graduate credits. An employee who

resigns or is terminated for cause after two (2) years and before the end of the third year of receiving his/her reimbursement must repay 50% of the amount the District reimbursed him/her for graduate credits. Employees who retire into PSERS will have no repayment obligation.

In the event of an administrator's death, his/her estate will have no obligation to the District to pay any outstanding amount due under this section.

**Section 11.
Memberships:**

Paid memberships for three professional organizations in area of professional responsibility.

**Section 12.
Conventions:**

Yearly, each administrator may attend at least one national convention/workshop/conference or seminar in an area/field to be recommended by the Superintendent. A written report will be submitted for each convention/workshop/conference or seminar attended and, at the discretion of the Superintendent, oral presentations for the purpose of sharing will be made by each attendee. Attendance at state conventions/workshops may be permitted as required or requested upon approval by the Superintendent.

**Section 13.
Mileage
Reimbursement:**

Any administrator who is authorized by the Superintendent to use his or her automobile for official District business shall be reimbursed for such travel at the rate allowed by the Internal Revenue Service. Administrators shall, in addition to other uses for which they are reimbursed for travel, be reimbursed for mileage to attend any school or district business or event that requires returning to the school or to the site of the business or event after the normal business day.

**Section 14.
Written Contract:**

Written Professional Employment Contract as specified in Section 11-1121 of the School Code, will be used with professional employees.

**Section 15.
Notification of
Agreement:**

Administrators covered by the agreement will be notified of his or her salary annually by July 1st of each year by the Business Manager or Superintendent.

Section 16.
Benefits:

All Administrators will receive the following benefits effective July 1, 2015.

Disability Leave	Court & Jury Duty Leave
Funeral Leave	Military Leave
Child Rearing Leave	Injury Leave
Family Medical Leave	Sabbatical Leave

DISABILITY LEAVE

An administrator who is unable to work because of personal illness or disability and who has exhausted all available sick leave shall be granted a leave of absence without pay. Such leave of absence shall not exceed one (1) calendar year. The leave may be renewed each year upon written notice to the Employer by the employee granted such leave. All applications for leave of absence must be accompanied by a certificate from the employee's physician. If the District requests an independent examination, the employee will submit to such examination no more frequently than every four (4) months and said examination shall be at the District's expense. The Board will guarantee reassignment to the same or comparable position if the employee returns or provides notice of intent to return during the period of the leave or extension thereof. While on leave as described in this paragraph, the Administrator shall have the right to continue all insurance coverage available by remitting to the District's Controller, the cost of said insurance at the then current group (COBRA) rate. Furthermore, seniority shall not accrue during the period of such leave; however, upon return of the employee to his or her full time position, all seniority and benefits shall be reinstated as fully as though such leave had never been taken.

FUNERAL LEAVE

Administrators shall be allowed up to five (5) work days (four {4} of which must be consecutive), with full pay, in each case of death of a member of the immediate family. The term "immediate family" shall be understood to include the following: mother, father, brother, sister, son, daughter, husband, wife, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandmother, grandfather, granddaughter, grandson of employee, near relative who resides in the same household, or any person with whom the employee has made his home. Administrators are also entitled to the benefits set forth in this

paragraph when the member or the member's spouse has experienced a miscarriage.

In all cases of death of near relative (aunt, uncle, niece, nephew, grandparents-in-law), the employee will be allowed up to four (4) consecutive work days with full pay. In the case of the death of a first cousin, the employee will be paid for absence on the full day necessary to attend the funeral. The Superintendent, upon written request, may grant an extension of the within leave, said request not to be unreasonably denied.

CHILD REARING LEAVE

An employee shall be granted an unpaid leave of absence for a period of up to one (1) year for the purpose of child rearing, said leave to be obtained by employee making a written request to the Board at least thirty (30) days prior to the beginning of the requested leave. This leave shall not be taken any later than one (1) year after the birth of a child. In the event of adoption, this leave shall be granted for children of preschool age. During the period of leave as outlined by this section, the following provisions shall apply:

1. The District will maintain District paid health insurance benefits for as long as it is required to do so by the Family and Medical Leave Act, after which the District will make no further contributions. The District will make no contributions for benefits or plans other than health insurance. For any portion of the leave during which the employee is disabled, sick leave must be used.
2. The employee shall have the right to continue all insurance coverage available by remitting to the District's Controller, the cost of said insurance at the then current group (COBRA) rate.
3. In the event that a child dies during the period of this unpaid leave prior to the expiration of the approved leave and the Administrator is desirous of returning, the Administrator may provide the District with a twenty (20) calendar day notice of the intent to return to their prior position, provided, however, that the employee may not so elect if there would be fewer than twenty

one (21) days remaining between the date of return and the end of the school year.

COURT AND JURY DUTY LEAVE

1. COURT LEAVE

An employee, under Subpoena to testify on behalf of a third party, shall be allowed up to three (3) days leave pursuant to this section, without loss of pay. Fees paid to the employee for a court appearance as a witness shall remain the employee's; except, fees paid to the employee as an expert witness, in which case the employee shall have the option to remit the witness fee to the District or, in the alternative, forgo his or her right to the regular pay during such leave. Any appearance in a judicial proceeding brought by or on behalf of the employee other than on District business shall result in loss of pay for the duration of the absence.

2. JURY DUTY

Jury duty is considered a civic duty by the District and therefore any employees called for State or Federal jury duty will be paid their full salary while so actively serving. Any fees, other than transportation, lodging, mileage and meals, paid to the employee by the court system, will be remitted to the District by the employee or, in the alternative, at the option of the employee, the employee may retain the jury duty fee and be paid by the District, the difference between the jury duty fee and the Professional Employee's normal salary.

SABBATICAL LEAVE

The Board shall grant sabbatical leave as required by law.

MILITARY LEAVE CREDIT

For each year of active military service in the armed forces of the United States, a credit equivalent to one (1) year of teaching shall be granted subject to the following conditions:

- (1) The administrator must enter service while employed by the District.

(2) The administrator must return to the District the school year immediately following release from service.

(3) The maximum allowable credit is four (4) years. All time in excess of six (6) months shall count as a full year. No credit will be given for under six (6) months.

INJURY LEAVE

When an administrator suffers an injury which qualifies him or her for payments under the Pennsylvania Workers' Compensation Act, that employee may choose to supplement such payments with sick days so that he or she will be getting a full days/weeks pay. The administrator may, by notifying the Controller, elect to use those sick days (or portion thereof) available to him or her, to supplement his or her Workers' Compensation payments so as to reflect a 100% pay. This election would only be available as long as the employee's sick leave days or a portion thereof remain available.

Section 17.
Medical Savings
Plan:

The District will maintain a medical savings plan (a/k/a/ a Section 125 Plan) for purely voluntary contributions by Administrators. The District will not be obligated to expend or incur any costs in connection with the plan. Other than the administration of the plan.

The annual cap for the Section 125 Plan shall be twenty five hundred dollars (\$2,500.00) and, if the amount is ever raised for other employees of the District, it shall also be raised to that level for Administrators. Furthermore, Administrators may not withdraw more from the Section 125 Plan than they have contributed and in the event an Administrator leaving the employ of the School District has withdrawn more than that Administrator has contributed, the Administrator shall repay the excess immediately upon the conclusion of that Administrators employment.

Section 18.
Determination of
Salary:

Salary increases will be determined by adding .25% to the average teacher increase for that year, and will be effective July 1st. PDE and/or Fairview School District approved evaluation tools will be utilized.

A compensation committee, made up of one board member, the superintendent, and one supervising administrator, will be utilized to review, upon request by that supervising administrator, the salary of an administrator who is being recommended for an additional adjustment.

This Plan was Board approved on July 13, 2015 and became effective from July 1, 2015 until June 30, 2018.

BOARD PRESIDENT:

Clay Natola

DATE:

7/13/2015

ADMINISTRATIVE
REPRESENTATIVE:

Jose Righetti

DATE:

7-13-15

APPENDIX B

Summary of PPOBlue Benefits

PPOBlue, a PPO, or Preferred Provider Organization program, offers two levels of benefits. If you receive services from a provider who is in the PPO network, you'll receive the highest level of benefits. If you receive services from a provider who is not in the PPO network, you'll receive the lower level of benefits. In either case, you coordinate your own care. There is no requirement to select a Primary Care Physician (PCP) to coordinate your care. Below are specific benefit levels.

Fairview School District – Act 93 Employees

Benefit	In-Network	Out-of-Network
Deductible Individual – Effective through Dec. 31, 2015	\$250	\$250
Family	\$500	\$500
Deductible – Effective Jan. 1, 2016	\$300	\$300
Individual	\$600	\$600
Family		
Deductible – Effective Jan. 1, 2017	\$325	\$325
Individual	\$650	\$650
Family		
Deductible – Effective Jan. 1, 2018	\$350	\$350
Individual	\$700	\$700
Family		
Payment Level/Coinsurance	100%	80% after deductible until out-of-pocket maximum is met; then 100%
Out-of-Pocket Maximums	Not Applicable	\$2,000 Individual \$4,000 Family
Lifetime Maximum	Unlimited	\$500,000
Physician Office Visits	100% after \$10 copayment*	80% after deductible
Effective through Dec. 31, 2015	\$10	
Effective Jan. 1, 2016	\$15	
Effective Jan. 1, 2017	\$20	
Effective Jan. 1, 2018	\$25	
Preventive Care		
<i>Adult</i>		
Routine physical exams	100% after \$10 copayment*	Not Covered
Effective through Dec. 31, 2015	\$10	
Effective Jan. 1, 2016	\$15	
Effective Jan. 1, 2017	\$20	
	\$25	

Effective Jan. 1, 2018		
Routine gynecological exams, including a PAP Test Effective through Dec. 31, 2015 Effective Jan. 1, 2016 Effective Jan. 1, 2017 Effective Jan. 1, 2018	100% after \$10 copayment* \$10 \$15 \$20 \$25	80% (deductible/lifetime maximum does not apply)
Mammograms, as required	100%*	80% after deductible
<i>Pediatric</i> Routine physical exams Effective through Dec. 31, 2015 Effective Jan. 1, 2016 Effective Jan. 1, 2017 Effective Jan. 1, 2018	100% after \$10 copayment* \$10 \$15 \$20 \$25	Not Covered
Pediatric immunizations	100%*	80% (deductible/lifetime maximum does not apply)
Emergency Room Services Effective through Dec. 31, 2015 Effective Jan. 1, 2016	100% after \$25 copayment* (waived if admitted) \$25 \$50	
Ambulance	100% after In-Network deductible	
Hospital Expenses Inpatient	100% after deductible	80% after deductible
Outpatient	100% after deductible	80% after deductible
Maternity	100% after deductible	80% after deductible
Infertility counseling, testing and treatment	100% after deductible	80% after deductible
Assisted Fertilization Procedures	100% after deductible	80% after deductible
	Excludes in-vitro fertilization and artificial insemination	
Medical/Surgical Expenses (except office visits)	100% after deductible	80% after deductible
Spinal Manipulations	100% after deductible	80% after deductible
		Combined limit: 25 visits/calendar year
Diagnostic Services (Lab, X-Ray and other tests)	100% after deductible	80% after deductible
Physical Therapy	100% after deductible	80% after deductible
Speech Therapy	100% after deductible	80% after deductible

Occupational Therapy	100% after deductible	80% after deductible
Durable Medical Equipment, Orthotics and Prosthetics	100% after deductible	80% after deductible
Skilled Nursing Facility Care	100% after deductible	80% after deductible Limit: 50 days/calendar year
Home Health Care	100% after deductible	80% after deductible
		Limit: 50 visits/calendar year
Private Duty Nursing	100% after deductible	80% after deductible
		Limit: \$5,000/calendar year
Hospice	100% after deductible	80% after deductible

Mental Health Inpatient	100% after deductible	80% after deductible
Outpatient	100% after deductible	50% after deductible
Substance Abuse (PA Mandated Benefit) Inpatient Detoxification	100% after deductible	80% after deductible
	Combined limit: 7 days/admission; 4 admissions/lifetime	
Rehabilitation	100% after deductible	80% after deductible
	Combined limit: 30 days/calendar year; 90 days/lifetime	
Outpatient	100% after deductible	50% after deductible
	Combined limit: 60 visits/calendar year; 120 visits/lifetime	
Precertification Requirements	Performed by Provider	Performed by Member
Prescription Drug Out-of-Pocket Maximum (Retail & Mail Order)	\$400 Employee \$800 Any combination of employee and family members	
Premier Prescription Drug Program (Defined by Premier Gold Pharmacy Network - Not Physician Network)	\$25 deductible/person/ calendar year \$50 deductible/family/ calendar year 20% copayment Mandatory Generic 34-day supply	
Mail Order Prescription Drug	\$25 deductible/person/ calendar year \$50 deductible/family/ calendar year 20% copayment	

	Mandatory Generic 90-day supply		

* deductible does not apply

Questions? Call 1-800-215-7865

Reference Code: P0061203

(Please have your Reference Code ready when you call)

NOTE: Program reimbursement is based on provider's reasonable charge

Well baby visits for children less than 2 years old are not subject to \$10 copayment. See the benefit grid above for changes to the copayment during the contract period.

Emergency care services are the initial treatment: w For bodily injuries resulting from an accident; or w Following the sudden onset of a medical condition; or w Following, in case of a chronic condition, a sudden and unexpected medical event that manifests itself by acute symptoms of sufficient severity or severe pain such that a prudent layperson who possesses an average knowledge of health and medicine could reasonably expect the absence of immediate medical attention to result in one or more of the following: w Placing the health of the member, or with respect to a pregnant woman, the health of the woman or her unborn child, in serious jeopardy; or w Serious impairment to bodily functions; or w Serious dysfunction of any bodily organ or part. Emergency services do not require a referral from your PCP.

Treatment includes coverage for the correction of a physical or medical problem associated with infertility. Infertility drug therapy may or may not be covered depending on your group's prescription drug program.

State mandated benefits (30 inpatient days and 60 outpatient visits annually with the right to exchange inpatient days for outpatient visits on a one-for-two basis) may apply to a diagnosis of serious mental illness. Serious mental illnesses include: schizophrenia, schizo-affective disorder, major depressive disorder, bipolar disorder, obsessive compulsive disorder, panic disorder, anorexia nervosa, bulimia nervosa, delusional disorder. Once mental health limits are exhausted, both inpatient and outpatient serious mental illness services must be provided by a network provider (see above-referenced benefits for plan limits).

Member is required to contact Highmark Health Care Management Services prior to a planned inpatient admission or within 48 hours of an emergency or maternity-related admission. If this does not occur and it is later determined that all or part of the inpatient stay was not medically necessary or appropriate, the patient will be responsible for payment of any costs not covered.

Prescriptions are covered as long as they are listed on the Highmark Blue Cross Blue Shield closed formulary. Under the mandatory generic provision, the member is responsible for the payment differential when a generic drug is authorized by the physician and the patient elects to purchase a brand drug. The member payment is the price difference between the brand drug and generic drug in addition to brand drug copayment or coinsurance amounts which may apply.

* **Adult Immunizations for foreign travel are covered.**