

Forest Hills School District

Administrator Compensation
Plan
Act 93

July 1, 2015 – June 30, 2019

Administrator Compensation Plan

Director of Education
Principals/Assistant Principals
Supervisor of Special Education
Food Service Director

The Board of Directors of the Forest Hills School District adopts the following Administrator Compensation Plan pursuant to the "Public School Code of 1949", as amended in Section 1164 of Act 93. The Board recognizes the importance of maintaining an effective management Team to strengthen the administration and educational programs of the district, and to establish and improve communications, decision-making, conflict resolution, and other relationships among members of the Team.

I. Terms of Compensation Plan

The terms and conditions of this "Compensation Plan" shall be in effect beginning July 1, 2015 and shall remain in effect until June 30, 2019 and shall remain in effect thereafter, such time that a meet and discuss is requested by either the administrators' group or the Board of School Directors.

II. Definitions

The term "Administrator" shall include the following positions for the purpose of this plan:

- A. Director of Education - Curriculum, Instruction, Assessment, Title IX
- B. High School Principal
- C. Middle School Principal
- D. Elementary School Principal
- E. High School Assistant Principal
- F. Elementary School Assistant Principal
- G. Supervisor of Special Education
- H. Food Service Director

III. Compensation Plan

Salaries and related compensation for the above listed administrators have been developed following a "meet and discuss" between committees of the School Board and representative administrators.

IV. Salary and Other Compensation

The following salaries shall be effective for the term of this plan only. New salary levels will be established upon entry into any of the above positions:

Director of Education – Curriculum, Instruction, Assessment, Title IX – The current annual salary plus an annual increase of \$2,377 based on 260 days. This annual increase is in effect beginning July 1, 2015 and shall remain in effect until June 30, 2019.

High School Principal – The current annual salary plus an annual increase of \$2,377 based on 260 days. This annual increase is in effect beginning July 1, 2015 and shall remain in effect until June 30, 2019.

High School Assistant Principal – The current annual salary plus an annual increase of \$2,166 based on 237 days. This annual increase is in effect beginning August 1, 2015 and shall remain in effect until June 30, 2019.

Middle School Principal – The current annual salary plus an annual increase of \$2,377 based on 260 days. This annual increase is in effect beginning July 1, 2015 and shall remain in effect until June 30, 2019.

Elementary School Principal – The current annual salary plus an annual increase of \$2,377 based on 260 days. This annual increase is in effect beginning July 1, 2015 and shall remain in effect until June 30, 2019.

Elementary School Assistant Principal – The current annual salary plus an annual increase of \$2,166 based on 237 days. This annual increase is in effect beginning August 1, 2015 and shall remain in effect until June 30, 2019.

Supervisor of Special Education – The current annual salary plus an annual increase of \$2,377 based on 260 days. This annual increase is in effect beginning July 1, 2015 and shall remain in effect until June 30, 2019.

Food Service Director – The current annual salary plus an annual increase of \$2,166 based on 237 days. This annual increase is in effect beginning August 1, 2015 and shall remain in effect until June 30, 2019.

V. Fringe Benefits

The District shall provide the following fringe benefits to each administrator:

- A. Refer to the attachments A/B fringe benefit information for director of education, principals, assistant principals, supervisor of special education and food service director.
- B. Any benefits negotiated with or granted to other professional employees will be granted to administrators and supervisors covered in the Act 93 plan.
- C. Professional development opportunities will be made available in the form of flex scheduling. Participating in the Act 48 plan and flex scheduling professional development will be contingent upon approval by the superintendent.

VI. Retirement

To be eligible for the retirement incentive, a potential retiree would have to have at least fifteen (15) years of service with the District (under a transfer of entity scenario, time in sending entity would count toward the fifteen (15) years), be at least 55 years of age by the end of the current school term or have at least 30 years of credited service in PSERS and permanently retire from the District under the terms and conditions of the Pennsylvania State Employees' Retirement System (PSERS). Interested individuals wishing to capitalize upon this retirement incentive would have to submit their voluntary irrevocable letter(s) of resignation and notice of intent to retire to be effective on or before June 30 of the respective contract year to the Board of School Directors no later than May 1 for consideration and approval of the Board.

Any employee who presents their notification of retirement by May 1, of each year of the approved contract for retirement the following year, has the option to retract said notification should they experience a "life changing event" between the date of notification and the stated effective date of retirement. Examples are, but are not limited to, the death or sudden illness of an immediate family member, or a sudden or unexpected financial crisis.

1. A staff member meeting the eligibility criteria for the retirement incentive will receive payment listed below for each year or pro-rated year of service at the time of retirement, e.g. 35 years of service x \$600 per year = \$21,000.
 - a. Year 1 - \$600 per year of PSERS Service – 2015-2016
 - b. Year 2 - \$400 per year of PSERS Service – 2016-2017
 - c. Year 3 - \$200 per year of PSERS Service – 2017-2018
 - d. No Incentive – 2018-2019
2. Upon "retirement" under the terms of PSERS, the District agrees to pay \$130 per day for unused sick leave.
3. In addition to the foregoing, an employee opting to take advantage of this special incentive, would be entitled to receive the below-outlined early retirement cash incentive based upon the following schedule and conditions:

Years of Service	Incentive
25 to 29 years	\$6,000
30 to 32 years	\$8,000
33 or more years	\$10,000

4. Retirees, at their own expense, may extend medical insurance coverage at group rates subject to the terms and conditions of the insurance carrier and Section 513 of the Public School Code.

The Act 93 Group and the District agree that any member retiring between July 1, 2015 and June 30, 2019 will receive all supplemental retirement benefits under the following guidelines:

1. Payment of the full amount equal to the monetary incentive, the sick day reimbursement and the early cash incentive outlined in numbers 1, 2, and 3 above, will be made directly to the member's 403(b) account established with Kades-Margolis, the endorsed provider for this agreement.
2. Payments cannot exceed the maximum 403(b) limit or HRA option. For example, the limit in 2015 is \$53,000. If, in any given year, the combined contributions from the Employer and the employee exceed the maximum contributions allowed by the IRS per year into a 403(b) plan or HRA option, then any said excess contributions shall be paid in the next immediately succeeding year.
3. All deposits will be non-elective, employer contribution to a 403(b) or HRA option with no cash option.
4. This Agreement will apply only to those members during this contract and will not set precedent or practice for members who retire in the future. However, the parties agree consideration of this same approach may be offered to groups of Act 93 members who retire in the future.
5. The District reserves the right during the term of the Agreement to offer an early retirement incentive above and beyond what is outlined in the Contract.
6. The District agrees to investigate and institute a 403(b) plan to the extent the Act 93 Group holds the District harmless as a result of instituting same and also provided it is of no cost to the School District.

VII. Special Service Increment

A Special Service Increment will be payable to administrative employees upon retirement from the Forest Hills School District. Such service shall have been in the Forest Hills School District, or one or more of the former school district and/or jointures comprising the Forest Hills School District, or employees arriving via transfer of entities.

<u>Minimum Years of Service Required</u>	<u>2015-2016 Year 1</u>	<u>2016-2017 Year 2</u>	<u>2017-2018 Year 3</u>	<u>2018-2019 Year 4</u>
10 years	\$2,000	\$4,000	\$6,000	\$8,000
15 years	\$2,500	\$4,500	\$6,500	\$8,500
20 years	\$3,000	\$5,000	\$7,000	\$9,000
25 years	\$3,500	\$5,500	\$7,500	\$9,500
30 years	\$4,000	\$6,000	\$8,000	\$10,000
31 years	\$4,100	\$6,100	\$8,100	\$10,100
32 years	\$4,200	\$6,200	\$8,200	\$10,200
33 years	\$4,300	\$6,300	\$8,300	\$10,300
34 years	\$4,400	\$6,400	\$8,400	\$10,400
35 years +	\$4,500	\$6,500	\$8,500	\$10,500

VIII. Exclusions

1. Any new entry-level salary and benefit schedules will be established by the Board.

Forest Hills School District

ATTACHMENT A

Administrative Staff

(Eleven Month [237 day] Employees)

Sick Leave	Twelve (12) days per fiscal year; unused sick leave shall be cumulative from year to year.
Death Leave	Same as professional employees
Personal Leave	Currently two (2) days per year, cumulative to five (5) days. Any unused accumulated personal leave days beyond said maximum shall be added to the following year's unused accumulated sick leave entitlement.
Holidays	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Hunting Holiday, Christmas Day + 2 days during the Christmas vacation period, New Years' Day, Good Friday, Easter Monday, and Memorial Day.
Vacation	As currently in force: 20 working days. Only five (5) days may be taken on days school is in session. At the discretion of the Superintendent, under extenuating or emergency circumstances, the five-day restriction may be waived.
Medical Coverage	The same terms, conditions and benefits as provided by the teachers' contract, including income protection insurance if spouse works for District or medical insurance buy back provision of \$3,000 (\$250/month/12 months) in lieu of health insurance coverage.

The Forest Hills School District shall provide each Act 93 member a Qualified High Deductible Health Plan with a minimum deductible of \$1,400/\$2,800 and subject to IRS mandated increases. A copy of the summary plan design is attached to this Appendix. The Forest Hills School District will pay for annual fee associated with QHDHP plan and Health Savings Account.

Each year, on the 15th day of the Healthcare plan year, the Forest Hills School District will make a contribution into an employee owned Health Savings Account (HSA) based on the following schedule:

- Year 1 – 70% of deductible
- Year 2 – 65% of deductible
- Year 3 – 65% of deductible
- Year 4 – 60% of deductible

The District's contribution for a new employee, who is hired in any given year during the middle of a Healthcare implementation coverage term, shall be prorated based on the number of months in the plan year that the employee will be within the Qualified High Deductible Health Plan.

All employees hired prior to June 1, 2015, will be able to maintain the "Traditional" PPO Healthcare plan at a \$750 / \$1,500 deductible plan for the 1st year of the negotiated contract. All employees who remain within the

"Traditional" PPO Healthcare plan within the 1st year of the negotiated contract will not be eligible for the HSA contribution stipulated above for the year they maintain the "Traditional" PPO plan.

Employees will be required to join the QHDHP plan beginning the 2nd year of the negotiated contract.

Spousal healthcare-spouses of bargaining unit members who are full-time employees of:

- another school district
- full-time employees of the Commonwealth of Pennsylvania
- full-time employees of the United States government excluding military personnel
- Pennsylvania Intermediate Units
- vocational career centers
- charter schools

And who have healthcare offered to them by those aforementioned employers, must remain on their employer's health care plan and will not be provided benefits under the District's plan.

Dental Coverage	The same terms, conditions and benefits as provided in the teachers' contract.
Life Insurance	As per salary, plus an increase of \$5,000 coverage for each year of service as an administrator in the Forest Hills School District. The maximum coverage for each administrator is limited to \$100,000.
Service Increment	As per negotiated contract, payable upon retirement.
Payment of Dues	Payment of annual dues to the official State and National Associations to which the superintendent, assistant to the superintendent, directors of education, principals, and assistant principals may belong.
Liability	Provide adequate liability insurance for school administrators, cost to be paid by the school district.
Mileage	Current IRS rate per mile for approved travel

Forest Hills School District

ATTACHMENT B

Administrative Staff

(Twelve Month [260 day] Employees)

Sick Leave	Thirteen (13) days per fiscal year; unused sick leave shall be cumulative from year to year.
Death Leave	Same as professional employees
Personal Leave	Currently two (2) days per year, cumulative to five (5) days. Any unused accumulated personal leave days beyond said maximum shall be added to the following year's unused accumulated sick leave entitlement.
Holidays	Independence Day, Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Hunting Holiday, Christmas Day + 2 days during the Christmas vacation period, New Years' Day, Good Friday, Easter Monday, and Memorial Day.
Vacation	As currently in force: One month (22 working days). Only seven (7) days may be taken on days school is in session. At the discretion of the Superintendent, under extenuating or emergency circumstances, the seven-day restriction may be waived.
Medical Coverage	The same terms, conditions and benefits as provided by the teachers' contract, including income protection insurance if spouse works for District or medical insurance buy back provision of \$3,000 (\$250/month/12 months) in lieu of health insurance coverage

The Forest Hills School District shall provide each Act 93 member a Qualified High Deductible Health Plan with a minimum deductible of \$1,400/\$2,800 and subject to IRS mandated increases. A copy of the summary plan design is attached to this Appendix. The Forest Hills School District will pay for annual fee associated with QHDHP plan and Health Savings Account.

Each year, on the 15th day of the Healthcare plan year, the Forest Hills School District will make a contribution into an employee owned Health Savings Account (HSA) based on the following schedule:

- Year 1 – 70% of deductible
- Year 2 – 65% of deductible
- Year 3 – 65% of deductible
- Year 4 – 60% of deductible

The District's contribution for a new employee, who is hired in any given year during the middle of a Healthcare implementation coverage term, shall be prorated based on the number of months in the plan year that the employee will be within the Qualified High Deductible Health Plan.

All employees hired prior to June 1, 2015, will be able to maintain the "Traditional" PPO Healthcare plan at a \$750 / \$1,500 deductible plan for the 1st year of the negotiated contract. All employees who remain within the "Traditional" PPO Healthcare plan within the 1st year of the negotiated contract will not be eligible for the HSA contribution stipulated above for the year they maintain the "Traditional" PPO plan.

Employees will be required to join the QHDHP plan beginning the 2nd year of the negotiated contract.

All employees hired after June 1, 2015 will only have the option of the QHDHP with the HSA contribution as stipulated above.

Spousal healthcare-spouses of bargaining unit members who are full-time employees of:

- another school district
- full-time employees of the Commonwealth of Pennsylvania
- full-time employees of the United States government excluding military personnel
- Pennsylvania Intermediate Units
- vocational career centers
- charter schools

Dental Coverage	The same terms, conditions and benefits as provided in the teachers' contract.
Life Insurance	As per salary, plus an increase of \$5,000 coverage for each year of service as an administrator in the Forest Hills School District. The maximum coverage for each administrator is limited to \$100,000.
Service Increment	As per negotiated contract, payable upon retirement.
Payment of Dues	Payment of annual dues to the official State and National Associations to which the superintendent, assistant to the superintendent, directors of education, principals, and assistant principals may belong.
Liability	Provide adequate liability insurance for school administrators, cost to be paid by the school district.
Mileage	Current IRS rate per mile for approved travel.