

GREATER JOHNSTOWN SCHOOL DISTRICT  
ADMINISTRATIVE COMPENSATION PLAN

**PURPOSE**

The purpose of this plan is to set forth the compensation program for "administrative level employees" of the school district in order to attract, retain, and reward high quality administrative personnel. The intent of the Board is to provide salaries competitive with comparable organizations and programs, other comparable school districts, and to reward employees fairly for their performance. Key factors in the program are:

- The ability to tie financial rewards directly to individual performance
- The value of the position to the School District as determined by the Superintendent and the Board
- The compensation paid to administrative personnel relative to that paid by the district to other district educators with similar degrees and experience, as well as the compensation paid in districts similar to GJSD.
- The economic environment as it impacts upon wage and salary programs in the district.

The Board will review these key factors and their application in the salary and benefits program annually.

**I. Term**

The Compensation Plan presented herein shall be in full force and effect from January 1, 2015 through June 30, 2020.

**II. Recognition**

For purposes of this Compensation Plan, the term "Administrator" shall include, but not be limited to, the following;

Group 1

- Director of Physical Plant
- Assistant Director of Physical Plant

Group II

A. 12 month Group II

- Supervisor of Special Education
- High School Principal/Vocational Director
- Freshman Academy Principal
- Middle School Principal
- Elementary School Principal

- Operational Principals Middle School
- High School Assistant Principal
- Elementary School Assistant Principal
- Psychologist

**B. Group II-B Position**

- Administrative (Principal) position—Assistant to the Supervisor of Special Education

**III. Annual Salaries**

**A. Salary Schedule - See schedule below.**

**B. Individuals covered under the Compensation Plan will not be granted compensatory time.**

**C. The annual salaries to be determined shall be distributed in twenty-six (26) equal bi-weekly payments during the period July 1 through June 30, for each year of this Compensation Plan.**

**IV. Length of Work Year**

**A. Group I Administrators**

1. The Group I Administrators will be twelve (12) month employees (260-day year), with four (4) weeks pro-rated paid vacation.
2. The Group I Administrators will receive twelve (12) paid holidays.

**B. Group II Administrators will be twelve (12) month employees (260-day year), with 18 pro-rated paid vacation days. The Group II-B administrator will follow the teachers' calendar during the school year and will end each year on the teachers' last contracted day. For Group II-B, the sick days and personal days will be the same as the GJEA's Professionals. The Group II Administrators will follow the teachers' calendar year and will be on-call during holiday periods, and must be ready to report to an office immediately if called by the Superintendent.**

1. Up to five unused vacation days upon shall convert into a contribution into the employee's chosen 403(b) plan at the rate of \$200 per day, not to exceed \$1,000 annually.

2. Group II Administrators will be required to work on emergency cancellation days at the discretion of the Superintendent. The Group II Administrators will also be required to be at work during the days students are in school, and will not be permitted to use vacation days during the student calendar year unless approved by the superintendent.
3. Psychologists will work an eight-hour (8) workday, with a thirty-minute (30) duty free lunch.

Group I and II Administrators will be on-call at all times. Group I and II Administrators will attend Committee and Board Meetings as requested by the Superintendent.

## **V. Benefits**

### **A. Professional Organizations**

The Board agrees to pay for each Administrator listed below the following professional national/state organizations.

#### **1. Group I**

Dues for a specific organization - approved by the Superintendent

#### **2. Group II -**

Elementary Principals and Assistant Principals NAESP/PAESP  
Association of Elementary School Principals

Secondary Principals and Assistant Principals  
NASSP/PASSP - Association of Secondary School Principals

Psychologists ASSP/APA

### **B. Leaves of Absence**

#### **1. Sick Days - Groups I and II**

Twelve (12) sick days per year, at the outset of the school year. Persons absent more than three (3) consecutive days must have a doctor's excuse.

Group II B will have 10 sick days per year as per the Teachers' Contract.

## 2. Personal Leave Days - Groups I and II

- a. Six (6) non-cumulative personal leave days (to be approved by the Superintendent or designee) with pay, upon twenty-four hours notice to the Superintendent or designee. Personal leave days not taken will be paid at the rate of \$100/day or be converted to sick days.
- b. Personal leave days shall not be taken during the first 10 days or the last 10 days of the school year. These restrictions shall not apply to use of personal leave days for religious purposes. Both building principals shall not be approved for a personal leave day on the same day.
- c. Bereavement leave, with pay, per the Policy Manual.

## C. Health Insurance

1. The Board will pay the full premium cost for individual and full family health care, as outlined in PPOBlue Qualified High Deductible Health Plan Option presented by the Reschini Group (see attachment). Single Family and Families (100% of deductible amount established) as members will receive a Health Care Savings Account from the District, as described in the Reschini Group Attachment.

2. Any member of the Compensation Plan shall have the option to select a payment of \$1,250 in twelve (12) monthly installments in lieu of health insurance coverage. Employees shall have the right to re-enroll in the health insurance program only if alternate coverage is eliminated or decreased.

## D. Dental Care

The District will provide the benefits as set forth in Group Dental Plan for employees and eligible dependents. The Board shall pay the full premium costs thereof.

## E. Vision Care

The District will provide the benefits as set forth in the Vision Program for individual and family coverage, as provided for other school district employees.

#### F. Life Insurance

For the term of this Compensation Plan, the Board will purchase for each administrator, a group term life insurance policy equal to one and one-half times their annual compensation.

#### G. Severance Pay

##### Unused Sick Leave:

- a. Upon termination of employment, for any reason, each administrator will be paid eighty percent (80%) of the substitute administrators' wages in effect at the time of resignation or retirement for unused sick leave accrued with the Greater Johnstown School District. Each administrator will be compensated for up to, but not exceeding, 25 transferred sick days.
- b. Unused sick days upon termination of employment shall follow the language of the Teachers' Contract.

#### H. Tuition Reimbursement

- a. Tuition reimbursement will be paid up to the Penn State rate per credit, not to exceed three (3) credits per semester, and will be provided upon submission of evidence (grade card or transcript) of receiving a "B" or satisfactory completion in a non-graded course.
- b. Courses must be pre-approved by the Superintendent, and relate to the Administrator's employment area or an area (determined by the superintendent) that compliments the goals of school district, and may extend to in-service courses, for which there are no credits.
- c. Should an administrator terminate his/her employment to obtain employment outside of the Greater Johnstown School District for regular employment in another district in the Commonwealth of Pennsylvania, he/she will reimburse the district for all credits earned during the three (3) years previous to the termination.

#### I. Reimbursement for Loss and Damage

In the event that any administrator experiences any loss, damage, or destruction of clothing, medical aids, or time pieces, while performing their duties to the workplace, said administrator shall be reimbursed a maximum of two-hundred and fifty dollars (\$250.00) per incident,

provided that said administrator had exercised appropriate precaution in the performance of his/her duties.

J. Retirement under PSERS Guidelines

K. 403(b) Account

An annual contribution of \$2,000 will be made to Group II A members; \$500 to Group I and II-B.

**VI. Meet and Discuss**

As per Act 93 and Section 1164c, the Board and/or its designated representative will meet with the administrators for the purpose of meeting and discussing policy matters affecting salary amounts, salary schedules, and/or fringe benefits.

**VII. Mileage Reimbursement**

Administrators will receive mileage reimbursement per IRS allowance per mile for each year of the term of the Plan, for the use of their vehicle in the performance of his/her required traveling. It is understood that this does not apply to transportation to the administrators' initial daily assignment. It is further understood that the initial daily assignment shall be in a building in the Greater Johnstown School District.

**VIII. Tax Sheltered Annuity Plan**

A Tax Sheltered Annuity Plan shall be made available by the Board to each staff member covered under Act 93, under the terms of the Professional Employees Agreement.

457 Plans

Amounts allocated to the 457 Plan are non-forfeitable. These deferral contributions may be made to the maximum extent permitted by Federal law. Emergency withdrawals are available in limited circumstances. Several forms of Plan benefit payment become available when the Administrator ceases to provide services to the School District as an administrator.

**IX. Performance**

Poor Performance Disincentive - Any member of the Act 93 Compensation Plan,

who is placed on a Plan of Assistance, or who is rated "Unsatisfactory" during any school year, will not receive any increase in salary during the year following the Plan of Assistance initiation or Unsatisfactory rating. Pay raises will continue the following year, if the employee satisfactorily ends the Plan of Assistance and/or is rated "Satisfactory." In any year there is no salary increase in the Plan, there would be no increase for those individuals coming off the Plan of Assistance or an "Unsatisfactory" rating.

#### **X. Compensation Administration Provision**

**New Employee Starting Pay** – Any starting pay for an administrator position new to the district above the minimum shall generally not exceed the mid-point and shall be based on recruitment difficulty, the applicant's superior qualifications, and or length of experience. The salary of newly employed administrators will be negotiated with the employee.

Employees whose pay is above the maximum for their grade shall be frozen until the maximum surpasses their salary.

**Grandfather clause** – Any employee over their maximum range at the time of implementing this program will not be affected by the supplemental pay plan for salaries.

#### **XI. Administering and Maintaining the Salary Plan**

The salary plan for administrators is based on the use of market surveys. It provides for pay related to position duties and responsibilities, external equity, competitive starting pay, and the availability of pay increases within ranges over time. Obviously, it is also contingent on the district's financial status. Once the plans have been implemented, GJSD will take the following steps, as necessary:

**Assign program responsibility** – Administrative responsibility for the pay plan shall be assigned to the Superintendent and the Business Manager.

- A. **Formalize compensation administration** – The Superintendent and/or designee should develop and/or revise, subject to Board approval, appropriate policy and provisions regarding the compensation implications of all administrative staff hiring and personnel actions (such as promotions).
- B. **Institutionalize program review** – The Superintendent and Business Manager should:
  - a. Continuously review compensation to assure its effectiveness and to maintain its competitiveness and equity.

- b. Adjust pay, as may be needed, when new positions are approved, job descriptions revised, working conditions change, recruitment and retention problems arise, etc.
  - c. Review employee position descriptions periodically to assure they are correct and current.
- C. Assure Pay Review – The Superintendent and Business Manager shall conduct periodic studies comprising of overall pay movements annually and periodic comprehensive job specific pay reviews.
- E. Pay Increases for Administrators – The Board will decide on a total percentage amount. The total percentage amount will be multiplied by all employee midpoint salaries to form a pool. The pool amount will be divided by the total number of weighted evaluation points. That point value will then be multiplied by each individual's total weighted points generated from their evaluation. Someone receiving an unsatisfactory evaluation will not receive an increase.

## **XII. Position Evaluation**

The Salary Range for a given position is based on an ongoing review of the responsibilities for that position. Specific job descriptions for administrative positions are prepared under the direction of the Superintendent of Schools and reviewed by the Board of School Directors.

Key elements of position evaluation are:

- Necessary skills and abilities
- Required educational level
- Needed administrative experience
- Responsibilities of the position
- Internal and external supervision requirements
- Internal and external demands and pressures

## **XIII Placement on Range**

### **Appointments**

Administrative employees who have no experience will customarily be placed lower than the competitive job market figure. However, those with significant experience may be placed at or above the competitive job market figure.

### **Movement on the Ranges**

Salary range thirds provide a reference for determining appropriate pay levels for GJSD administrative employees. The Superintendent's assessment of the



employee's performance, as well as experience and other factors, will be the primary determinant as to how rapidly an individual's salary moves within the range.

The following profiles describe the type of performance that categorizes each reference point, or third on the ranges:

#### Lower Third

- Administrators performing almost all of the major aspects of their job in a successful manner.
- Administrators learning their jobs.
- Administrators newly hired or promoted from within the staff with minimal experience

#### Middle Third

- Experienced administrators performing all aspects of their jobs in a successful or more than successful manner.
- Administrators newly hired or promoted with proven experience may be placed in the middle third.

#### Upper Third

- Experienced administrators who have demonstrated sustained excellence of performance in the completion of their administrative job responsibilities over a period of time.

### **XIV Compensation Adjustments**

#### General:

Adjustments in individual compensation are intended to reflect the employee's performance relative to the required job responsibilities and relative to other administrators both within and outside GJSD. Individual adjustments are granted on the basis of performance and will vary from administrator to administrator. Additional one-time adjustments may be deemed necessary by the Superintendent and School Board of Directors.

#### Individual Salary/Compensation Changes:

Cost of living increases will be made yearly beginning in the 2013-14 school year to reflect the percent increase in the Statewide Average Weekly Wage and the employment cost index. For example the index cap for 2012-13 is 2%.

Merit adjustments will be made only for those individuals whose annual performance appraisals warrant.

Increases in compensation may take the form of:

1. An increase in base salary.
2. A bonus, which may or may not be added to base salary, paid in the form of a lump sum.
3. A contribution to an individual's 457 Plan.
4. Any combination of the above.

**XV Adjusting for the Competitive Job Market**

The Competitive Job Market figure will be studied annually by the Superintendent, representatives of the "management level employees", and reviewed with the School Board.

Any merit, cost of living, and aggregate increase for administrative personnel shall be set by the Superintendent of Schools. Adjustments will take effect July 1st unless specified otherwise.

**XVI Return to Bargaining Unit**

An administrator moving into the teacher bargaining unit, either on a voluntary or involuntary basis, shall be placed at the appropriate step consistent with educational experience and degree status as stipulated in the current Collective Bargaining Agreement (PSEA).

In the event of an elimination of a position of director/supervisor (Group II or II-B) during the years of this agreement, the incumbent employees, at the time of signing this agreement, reserve the right to revert to school principal.

<b>GROUP I</b>	<b>MINIMUM</b>	<b>85%</b>	<b>MARKET</b>	<b>110%</b>	<b>MAXIMUM</b>
Director of Physical Plant	\$46,109	\$52,256	\$61,478	\$67,626	\$76,848
Assistant Director of Physical Plant	\$37,745	\$42,778	\$50,327	\$55,360	\$62,909
<b>GROUP II</b>					
Director/Supervisor	\$60,885	\$69,003	\$81,180	\$89,298	\$101,475
High School Principal	\$65,321	\$74,031	\$87,095	\$95,805	\$108,869
Assistant High School Principal	\$57,689	\$65,381	\$76,919	\$84,611	\$96,149
Middle School Principal	\$63,575	\$72,052	\$84,767	\$93,244	\$105,959
Assistant Middle School Principal	\$57,078	\$64,688	\$76,104	\$83,714	\$95,130
Elementary Principal	\$62,209	\$70,503	\$82,945	\$91,240	\$103,681
Assistant Elementary Principal	\$56,119	\$63,602	\$74,826	\$80,989	\$92,033
Psychologist	\$45,833	\$51,944	\$61,110	\$67,221	\$76,388