

**ACT 93
AGREEMENT**

HARMONY AREA SCHOOL DISTRICT

And

**HARMONY AREA SCHOOL DISTRICT
ADMINISTRATIVE TEAM**

Effective July 1, 2013 -
June 30, 2016

**ADMINISTRATOR'S COMPENSATION PLAN
2013 – 2016**

The Board of School Directors of the Harmony Area School District adopts the following Administrator Compensation Plan pursuant to the Public School Code of 1949, Section 1164, as amended. 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. Term of Compensation Plan

A. This plan is effective July 1, 2013 through June 30, 2016.

II. Employees Covered

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

- Elementary Principal/Special Education Supervisor (242 Day Employee)
- Secondary School Principal (242 Day Employee)
- Technology Coordinator (242 Day Employee)
- Maintenance Supervisor (260 Day Employee)
- Cafeteria Manager (185 Day Employee)

III. Salaries

A. The Harmony Area School Board will determine annual salary increases for administrative personnel.

B. Salary Increase/Performance

Administrators who are part of this agreement will receive their annual salary increase at the conclusion of the school year based upon their performance evaluation. The increase to salary will be based upon points accumulated using the evaluation tool in Appendix A.

Total Points – Area I & II	Percentage Salary Increase
57-65	3%
44-56	2.5%
35-43	2.0%
26-34	1.5%
25 or below	0

IV. Benefits

- A. Health Insurance - Coverage and employee contribution rates shall be the same for Middle Management Personnel as was negotiated and is in effect for the professional bargaining unit.
- B. Vision Stipend of \$175 or per District agreement/ Dental: per terms in Professional Contract
- C. Long term Disability Insurance Policy as selected by District
- D. Life Insurance – Term Life Insurance shall be provided for each employee in the amount equal to the employee’s annual salary rounded to the nearest thousand, with the employer providing 100% of the insurance premium.
- E. Severance Pay for Accumulated Sick Leave – Same as in Professional Contract
- F. Paid Vacations will be provided according to the following schedule:

(12 month employees only)

15 days vacation for 1-10 years in education

20 days vacation for 11 or more years experience in education

All vacation days with the exception of six (6) will be used during the summer of the contract year June, July, and August. It is expected that all administrators will be on duty on days in which school is in session, with the exception of carrying six vacation days or in the case of emergency. Doctor and dental appointments should be scheduled at a time that would not noticeably interfere with administrative duties, unless in case of emergency. Vacation days used during the school year are not to be taken during the first ten days of the start of school or ten days prior to the close of school unless in case of emergency or an unusual circumstance and vacation days taken during the school year in excess of three consecutive days must have prior approval by the Superintendent.

G. Paid Leave of Absence:

1. Sick leave - 12 sick days per year for 260 day employees; 11 sick days per year for 242 day employees; and 10 sick days for 185 day employees. All accumulative with no limit. Terms for usage will be the same as provided in the Professional Contract.
2. Personal Leave - Two days per year for both 12 month and 10 month employees. Dates to be approved by the Superintendent (accumulate -4 days)
3. Emergency Leave – One paid emergency day for both 12 month and 10 month employees. Dates to be approved by the Superintendent (accumulate – 3 days)

H. Retirement Incentive: Same as in Professional Contract

I. Professional Growth

The school district will reimburse administrators 100% for tuition involved for courses/program taken as part of a continuing education plan by an accredited institution as approved by the Superintendent, not to exceed 12 credits per school term; and unlimited credits during the summer months. The school district will also continue to support, on an individual basis, attendance at workshops, annual educational conferences, and in-service programs.

- Annual membership dues in one professional organization of administrator's choice.
- Annual attendance at a conference of choice subject to Board approval.
- Reimbursement of reasonable expenses (meals, travel, and lodging) for District-related conferences, meetings, seminars, and workshops approved by Board.

J. Bereavement Leave: As per School Code

K. Tuition Repayment

When an administrative employee leaves the district for any reason other than furlough (except as noted below), retirement, death, or being certified by a qualified physician as permanently disabled, the administrative employee will be required to repay tuition reimbursement monies to the district according to the following schedule:

Less than one school year of employment following the completion of the course equals full repayment of the cost of the course to the district. At least one but less than two school years of employment following the completion of the course equals half repayment of the cost of the course to the district. Those employees offered recall from furlough, but decline offer are subject to this repayment provision.

A course shall be considered as completed when a final grade sheet or equivalent document and receipt of tuition payment have been presented to the Superintendent or designee. The repayment for each course shall be calculated individually based on the completion date of that particular course.

Repayment must be made within two (2) weeks of the date of receipt of the resignation; otherwise, amounts due to the district will be deducted from any remaining pay. In cases where the employee does not have any remaining pay, amounts due must be paid within two (2) weeks of the actual date of resignation.

L. Evaluations

The Superintendent shall annually establish goals with the administrative team for the school district. By June 30th of any given year, the Superintendent shall meet with every administrator to establish goals for the upcoming year. These goals should support the District goals, be specific to each administrator, and be measurable through data or

documentation. It will be through the achievement of the established goals that the members of the administrative team shall be annually evaluated.

The Superintendent shall evaluate the performance of Act 93 employees annually. There will be periodic reviews of an administrator's progress towards the established goals. A self-evaluation will also be used by all administrators annually. Board members will receive a summary of all goal reports in July annually.

M. Work Days

Normal work day shall consist of 8 hours. The duties of an Act 93 employee may require additional time. This is a salaried position and is not eligible for overtime pay. You may be required to work beyond an 8 hour day. (Normal holidays will not be deemed working days.)

N. Reassignment, Furlough, Demotion

The Board retains the right to reassign Administrators to any position in the District in the discretion of the Board. The Board further retains the right to eliminate any position. If the Board shall see fit to furlough and/or demote professional employees, such furloughs and demotions shall be according to the School Code.

Signatures:

Board President: _____

Board Secretary: _____

Elementary Principal: _____

Secondary Principal: _____

Technology Coordinator: _____

Maintenance Supervisor: _____

Cafeteria Manager: _____

HARMONY AREA SCHOOL DISTRICT

Administrative Staff Performance Evaluation

Position	Assignment	
Administrator	Reviewed By	Date

Purposes

- ✓ To evaluate areas of performance deemed essential by the Harmony Area School District Board of School Directors to meet the established mission statement and the organizational values of the Harmony Area School District.
- ✓ Areas:
 - Area I addresses specific administrative responsibilities.
 - Area II addresses general skills, attitudes, and ethical standards.
- ✓ Used within the school district organizational structure to:
 - Establish expectations of performance
 - Determine the degree to which achievement of established district goals occurred.
 - Establish a plan for improvement of performance within the areas identified as not meeting the expected level of performance.
 - Develop process of deriving annual salary increases
 - Develop process for deriving annual performance bonuses

Evaluation Scale

Area I — Administrative Responsibilities: Using the established district goals, administrators will be evaluated on a scale of 1-30. A rating of 2 or below in any one of the three performance criteria will automatically place the individual on probationary status in that category. A written improvement plan will be developed and reviewed monthly to address the area(s) of concern. A written record of progress will be provided to the administrator following each review.

Area II — General Skills, Attitudes, and Ethical Standards: Evaluation in the seven major areas will utilize a scale of 1-5. A rating of 1 or below in any one of the seven categories automatically places the individual on probationary status in that category. A written improvement plan will be developed and reviewed monthly to address the area(s) of concern. A written record of progress will be provided to the administrator following each review.

Area I: Administrative Responsibilities

Evaluator may provide a written response for each question.

Scale:

10	Regularly exceeds expected level of performance.
9—8	Often exceeds expected level of performance.
7—6	Meets expected level of performance
5-3	Minimally meets expected level of performance.
2—0	Unsatisfactory (A rating of 2 or below in any one of the three categories automatically places an individual on probation for that category)

AREA I TOTAL _____

Performance Criteria:

1. To what extent did the administrator meet the established District goals? (10 points) _____

2. How effectively did the administrator utilize available academic, community, financial, and personnel resources to meet the established District goals? (10 points) _____

3. How did the quality of the administrator's performance meet the District's goals and promote the mission and organization values of the school district? (10 points) _____

4. What external and/or internal constraints existed that affected the completion, non-completion and/or the quality of performance demonstrated by the administrator? (This question has no point value and is used when clarification as to why job responsibilities were affected is necessary.)

Area II: General Skills, Attitudes and Ethical Standards

This section describes the skills, attitudes, and ethical standards deemed essential by the Board of Education to the overall success of the school district, Bulleted items listed under each category serve as examples for evaluating, and are not inclusive and/or limited.

Scale:	
5	Regularly exceeds expected level of performance.
4	Often exceeds expected level of performance
3	Meets expected level of performance.
2	Minimally meets expected level of performance.
1	Unsatisfactory (A rating of 1 or below in any one of the seven categories automatically places individual on probation for that category)

AREA II TOTAL: _____

- | | | |
|----|---|-------------------|
| 1. | Planning Ability
✓ Organizes administrative responsibilities.
✓ Anticipates needs of the school community.
✓ Manages time appropriately.
✓ Establishes priorities and meets established deadlines. | 1 2 3 4 5 |
| 2. | Work Attitude
✓ Promotes honest, effective cooperation.
✓ Understands and respects others.
✓ Works cooperatively to achieve district goals.
✓ Values personal growth of self and others.
✓ Maintains positive and respectful attitude | 1 2 3 4 5 |
| 3. | Initiative
✓ Self-motivated to remain current on educational issues
✓ Contributes ideas to solve problems
✓ Anticipates problems and potential issues
✓ Demonstrates high degree of involvement in District activities
✓ Exercises prudent judgment | 1 2 3 4 5 |
| 4. | Dependability
✓ Punctual
✓ Conscientious
✓ Reliable
✓ Fulfills requests on timely basis
✓ Assists and supports others with problems, concerns, activities | 1 2 3 4 5 |
| 5. | Communication Skills
✓ Promotes honest and effective interpersonal exchange
✓ Demonstrates good writing skills
✓ Demonstrates good speaking skills
✓ Demonstrates positive and professional decorum (good taste in conduct and appearance)
✓ Demonstrates good telephone skills | 1 2 3 4 5 |

- | | | | | | | |
|----|---|---|---|---|---|---|
| 6. | Productivity | 1 | 2 | 3 | 4 | 5 |
| | <ul style="list-style-type: none"> ✓ Meets established district goals ✓ Meets established building/department goals ✓ Demonstrates professional quality work (neat, clear, error free, business like) ✓ Demonstrates consistent effort ✓ Demonstrates efficient and effective methods to accomplish a task and/or correct issues ✓ Strives for and continually promotes a consistent, service oriented approach | | | | | |
| 7. | Professional Performance | 1 | 2 | 3 | 4 | 5 |
| | <ul style="list-style-type: none"> ✓ Consistently demonstrates loyalty for the District's mission, organizational values, and established goals ✓ Consistently serves as a role model for students, employees, parents, and community members ✓ Consistently demonstrates ethical behavior ✓ Consistently demonstrates integrity | | | | | |

Administrator's Signature/Date. _____

Superintendent's Signature/Date: _____

Additional Comments