



School District of Hatboro-Horsham

Administrator Compensation and Benefits Plan

ACT 93 Agreement

September 1, 2014 – August 31, 2017

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Purpose

The Hatboro-Horsham School District Act 93 Compensation and Benefits Plan is intended to attract and retain excellent, collaborative leaders that will achieve the mission and vision of the District. The Board of School Directors will meet with Administrators regarding their compensation plan in accordance with Act 93 of the School Code. A committee of the Board of School Directors will meet with a committee of Act 93 Administrators on an annual basis to ensure continued dialog between the parties.

Administrator compensation, except Superintendent, Assistant Superintendent(s), Director of Business Administration, and Director of Human Resources will be administered in accordance with this plan.

Term

September 1, 2014 – August 31, 2017.

Compensation

The Hatboro-Horsham School District will seek diverse leaders and will balance the level of experience of the individuals on the team. Therefore, the salary administration plan will be flexible to allow the recruitment of experienced and developing professionals.

Salary Survey Data

The Superintendent will conduct an annual analysis of the Montgomery County Administrator Salary Survey. The report will be utilized in conjunction with internal compensation analysis to determine recommendations for salary adjustments and starting salaries. The report will include information by position, the mean, minimum, maximum for each position, and the incumbent's salary in relationship to the mean. This report will be shared with the Act 93 leadership team. The superintendent will be available to discuss individual salaries at the request of the administrator.

Salary Adjustments

- I. Administrators, who receive a Proficient rating, will be considered for an adjustment to Base Salary equal to the percentage of the PA Act 1 Index, applicable to Hatboro-Horsham School District, for the each school year of the agreement. Increases will be effective September 1.
- II. In order to be considered for such increase, an Administrator must be actively employed on September 1. Increases will be pro-rated based upon months of service. Administrators may be eligible to be considered for a merit increase to base salary for the, based upon performance evaluation and other indicators, including but not limited to achievement of goals, growth, enhancement or improvements and outcomes. . The merit pool will be up to 2% of salaries.
 - a. In order to be considered for such an increase, an Administrator must be actively employed on the first of September. Increases will be pro-rated based upon months of service.

- III. The board may award performance bonuses to administrators who perform additional duties in addition to their job description or for extraordinary performance.
- IV. The Superintendent may recommend periodic salary adjustments for internal equity or external competitiveness. Recommendations for adjustments to the School Board of Directors will be at the discretion of the Superintendent and will be made in addition to the salary administration process.

Administrator Performance Evaluation

Principals and Educational Leaders will be evaluated using PDE Principal Effectiveness form. All other administrators will be evaluated using an Administrative Evaluation Form. Each year, the administrator and supervisor will establish goals, projects and expectations for performance, the achievement of which will be considered in the overall evaluation.

BENEFITS

Medical Benefits

- I. Eligible Administrators may participate in the Group Health Plan in accordance with the “Professional Agreement with The School District of Hatboro-Horsham and the Hatboro-Horsham Education Association.”
 - a. The District will provide a Section 125 plan and all employee contributions will be made on a pre-tax basis through mandatory payroll deductions over pays throughout the plan year.
 - b. Administrators who select individual coverage during their first year in the School District must show proof of a bona fide change in circumstances to upgrade to family coverage during subsequent years. Such bona fide changes include marriage, a change in a spouse’s employment status, or a change in a spouse’s health insurance benefits.

Retiree Medical Benefits

The district shall pay 65% of the cost of medical and dental insurance for all eligible retirees.

- I. To qualify the retiree must have a minimum of fifteen (15) years of continuous regular service in the Hatboro-Horsham School District, the last ten of which must be as an administrator as defined under Act 93. They must retire from the Hatboro-Horsham School District as an Act 93 employee. In addition, the retiree must meet any of the existing PSER criteria for retirement. Such payments shall continue for all subsequent years until retirees either reach the age of 65 or becomes eligible for and enrolled in a similar plan(s) by a subsequent employer.

Years in the District will be computed as of September of each year. Any administrator employed as of January 31 will be credited with a year in the District the following September. Those administrators employed after January 31 will not be given credit for a year in the District until the following September.

Benefit Waiver

An administrator will be eligible for any benefit waiver offered within the “Professional Agreement” as a “Cost Containment Provision”.

The following provisions have been agreed to for the purpose of assisting the District in containing the cost of providing medical benefits to its employees and limiting the future increases in these costs:

- I. Under the District sponsored Section 125 Cafeteria Plan, Act 93 administrators shall, prior to the period of time designated by the Board as the “plan year” as required by the IRS Treasury Regulations, in addition to the option of selecting coverage under a health benefit plan for the upcoming plan year, also shall have the option to elect not to be covered under any Board sponsored health benefit plan for the plan year. Any Act 93 administrator who waives all coverage available to the Administrator, the Administrator’s spouse, and all dependent(s), or if the Administrator does not have a spouse and dependent(s), then the Administrator, for a plan year, shall be eligible to receive a per annum cash bonus. The coverage election (employee only, employee and child, employee and children, husband and wife, or family) applicable to an Administrator shall be the type of coverage in existence for the Administrator before the waiver and if no coverage, then the “employee only” premium shall be used.
- II. The Board will provide for the lump sum payment of the cash bonus on or before June 30 of each plan year.
- III. Should there be any unforeseen changes in the Act 93 administrator’s circumstances; the employee shall immediately notify the District. Such changes may include a change in marital status or a change in the status of a spouse’s medical plan. Additionally, at the time of notification, the Administrator shall notify the District of the medical plan and the type of coverage needed. The Administrator shall then be immediately enrolled in the District sponsored medical plan, subject to the insurer’s requirements. The annual lump sum bonus will be prorated as set forth above. Any Act 93 Administrator who commences medical coverage during the period of open enrollment and subsequently seeks a bonus for discontinuing the coverage shall not automatically be entitled to the bonus, but shall have the burden of proving a bona fide change in circumstances subsequent to the upgrade that justifies the discontinuance.
- IV. Act 93 Administrators who are listed as dependents on another School District Employee’s medical insurance plan are not eligible to receive this waiver payment.

Section 125 – Pre-Tax Plans

The Hatboro-Horsham School district will sponsor a Section 125 Plan in accordance with the provisions of the Internal Revenue Code Section 125 and the regulations promulgated there under, administrators eligible for health plan benefits will be permitted to pay for his/her share of the premium on a pre-federal income and pre-FICA tax basis.

Dental Plan

Eligible Administrators may participate in the Group Dental Plan in accordance with the “Professional Agreement with The School District of Hatboro-Horsham and the Hatboro-Horsham Education Association.” Administrators who select individual coverage during their first year in the School District must show proof of a change in circumstances to upgrade to family coverage during subsequent years.

Life Insurance

The School District will provide life insurance for Act 93 administrators in the amount of three (3) times the annual salary of such employee up to a maximum of \$300,000. This coverage will be provided to an eligible employee during active employment. Act 93 administrators who retire before age 65 and are deemed eligible will be provided continued coverage at three (3) times their most recent annual salary up to a maximum of \$300,000. Upon the attainment of age 65, the District will be relieved of any further obligation to provide life insurance coverage and will discontinue making premium payments on behalf of the employee. For the purposes of this Section, an eligible employee is one with fifteen (15) years of employment in the Hatboro-Horsham School District, with the last ten (10) of those years as an administrator.

Long Term Disability

The Hatboro-Horsham School District will provide a Long Term Disability program for eligible Administrators fully paid by the employer.

Tax Shelter Program

The Hatboro-Horsham School District will provide Administrators with an opportunity to supplement their retirement savings through employee paid and district paid contributions to a Tax Shelter Program. The Board of School Directors may, at its discretion make a non elective contribution to a tax shelter account. The Administrator will not have a cash option for this contribution.

- I. Eligible Administrators will be required to establish an account with the District Administrator.
- II. Administrators will continue to have the opportunity to make employee paid contributions to a TSA Account on a pre-tax basis.
- III. District paid contributions will be made as soon as practicable following the close of the school year.
- IV. District paid contributions will be made as percent of the total salary paid for the eligible school year.
- V. Administrators must be actively employed on the date a district or employee paid contribution is made.

Expense Allowance

The School District will allocate \$1200 per Act 93 administrator in the district’s general fund budget each year. These funds will be utilized to pay for pre-approved district-related expenditures as requested by each Act 93 administrator.

Personal Day Leave

Personal days require prior approval by the Superintendent of Schools.

Vacation Leave

Act 93 administrators accrue twenty-one (21) days of vacation leave per year. Administrators who have accumulated ten (10) or more years of service in the School District of Hatboro-Horsham accrue one additional day of vacation.

- I. Upon employment as an administrator in the district, an Act 93 administrator accumulates vacation days with time earned beginning with the first day of employment.
- II. With prior approval from the Superintendent of Schools, each Act 93 administrator is entitled to carry over ten (10) vacation days for utilization in any one (1) fiscal year. This total of ten (10) accumulated days for each administrator will be carried forward each year until used.
- III. While the district encourages vacation use for administrators, the district will allow for the reimbursement of up to seven (7) unused vacation days per year with per diem rates based upon a 249-day work year. Accumulated or carry-over days are not reimbursable.
Administrators who have completed 5 years of service with the district, as of June 30, may be reimbursed an additional 3 days per year.

Professional Dues

Administrators may request reimbursement for membership dues in an approved professional organization up to an amount not to exceed \$500 per year. Written pre-approval from the Superintendent is necessary.

Sick Day Leave

Act 93 administrators are granted twelve (12) days of sick leave per year. Administrators who have accumulated ten (10) or more years of service at the School District of Hatboro-Horsham are granted one (1) additional day of sick leave per year for a total of thirteen (13) days. According to the School Code, these days are cumulative.

The School District will contribute \$50.00 a day for up to 250 unused sick leave days for sick leave accumulated at the School District of Hatboro-Horsham, payable to administrators retiring from service at the School District of Hatboro-Horsham who are receiving retirement checks from the Pennsylvania School Employees Retirement System. Sick days carried over from another district must be used before days accumulated at Hatboro-Horsham.

Educational Assistance

Administrators may participate in a tuition reimbursement program to continue their education. The District will reimburse up to a maximum of the Temple University graduate cost per credit, for courses completed at an accredited institution. Written pre-approval of courses from the Superintendent is necessary. Administrators will be required to remain employed for one year after the completed course reimbursement. If the administrator voluntarily resigns from the district prior to the completion of one year of service after the completed course reimbursement the entire amount of the benefit will be refunded to the district. In the case where a doctoral program is reimbursed in a lump sum at the completion of the program, the amount owed will be for the coursework taken in the prior year to a maximum of 12 credits.

Limitation on Outside Financial Endeavors

While it is understood that members of the administrative team may maintain involvements in additional professional activities beyond their district employment, it is important to emphasize that all Act 93 administrators should devote the time, attention, and energy necessary to effectively conduct the business of the Hatboro Horsham School District. During the term of this Act 93 Agreement, the administrative team agrees to submit to the Superintendent of Schools in writing a list of any such additional activities that they are involved in, either directly or indirectly, for the benefit of themselves.

A listing of Fall semester activities must be submitted to the Superintendent of Schools no later than August 1 of each year. A listing of Spring semester activities must be submitted no later than December 1. Summer activities must be submitted by May 1.

The types of proposed additional activities which must be submitted in accordance with this policy include, but are not limited to; participation as an employee, employer, agent, principal, partner, shareholder (of a non-publicly traded entity), corporate officer, or director of any business. Further activities which must be submitted include, but are not limited to, teaching courses, consulting, presenting or lecturing, engaging in professional writing, and the officiating of athletic contests.

The Superintendent will review the listings of activities for each administrator with the Board of School Directors. The Superintendent and the Board reserve the right to limit these activities should they be considered inappropriate or to limit the time being devoted to these activities should such time commitments are deemed detrimental to the District.

Intellectual Property

Any Act 93 administrator shall communicate to the Board of School Directors and preserve as confidential any information, idea, design, software program, invention, or improvement relative to education or in any way related to the School District's operation, which are patentable or copyrightable, which is conceived, developed, or made by the administrator, whether alone, or jointly with others, at any time during the term of this Contract (such ideas, designs, articles, inventions, and improvements are referred to as "Administrator's Discoveries"). All of Administrator's Discoveries shall be the School District's exclusive property, and all of administrator's right, title, and interest therein are hereby irrevocably assigned to the School District. Administrator shall not, except with the Board of School Director's express prior written consent, use Administrator's Discoveries for his/her own benefit or the benefit of any person or disclose any of Administrator's Discoveries to any outside person through publication or in any other matter. For the purposes of this Agreement, the term "person" means a natural person, corporation, partnership, trust, estate, joint venture, sole proprietorship, government and any branch or subdivision thereof, governmental agency, association, cooperative or other entity.

Impact of Referendum

With Act 1 being in effect within the Commonwealth of Pennsylvania, should the guidelines from this act in any one year have a direct and significant impact on the budget process and funding of the School District of Hatboro-Horsham, the provisions set forth in this agreement will be immediately reviewed using a collaborative process and adjustments will be set forth to align the financial obligations of the agreement with the new demands experienced through Act 1 and referendum.

