

HIGHLANDS SCHOOL DISTRICT

COMPENSATION PLAN
FOR
ADMINISTRATIVE AND
ADMINISTRATIVE SUPPORT PERSONNEL

2014-15, 2015-16, 2016-17, 2017-18, 2018-19

ADMINISTRATIVE EMPLOYEE (TIER I)

Director of Special Education

Director of Pupil Personnel

High School Building Principal

Assistant High School Principal

Middle School Building Principal

Assistant Middle School Principal

Elementary Building Principal

☐ Assist to the Super.

ADMINISTRATIVE SUPPORT STAFF (TIER II)

Supervisor of Buildings & Grounds/Security

Supervisor of Production Printing

Supervisor of PR/Hr Support

HIGHLANDS SCHOOL DISTRICT
 ADMINISTRATIVE EMPLOYEE AGREEMENT (TIER I)
 2014-15, 2015-16, 2016-17, 2017-18, 2018-19

1. The Board will pay full tuition up to 12 graduate credits per year, with prior approval of the Superintendent, provided a grade of "B" or higher is received in each course. If the Administrator leaves the District after the first year, said Administrator will pay back 100% of the tuition; after the second year, said Administrator pays back 75% of the tuition, after the third year, said Administrator pays back 50% of the tuition. After three years, no reimbursement to the District is required if the administrator leaves the District. Payment authorized for fiscal period July 1 to June 30 annually. A transcript and an invoice must be submitted for payment. Other workshops/seminars may be approved by the Superintendent.
2. The Board will compensate any Administrator an additional \$1,200 per year for an earned doctorate.
3. The Board will provide full membership to one State and one National Professional Association.
4. The Board agrees to pay the full cost of a life insurance program of \$100,000. Additional blocks of \$10,000 of life insurance may be purchased at the Administrator's expense, if offered by the insurance carrier.
5. The Board agrees to pay the full cost (including dependents) of the District's Select Blue/P.O.S. program and dental plan, including all riders. Administrators may exchange 25% of the full cost of these programs for any equal benefit(s), including compensation payable monthly through payroll, if coverage is outside the Highlands School District. Said Administrators may re-enroll in these programs as outlined in the HEA contract and the Board-approved directives.

For the length of this agreement, all Act 93 employees agree to the same health care coverages, if any, as stated in the HEA Collective Bargaining Agreement, and further agree to contribute co-pays as follows:

<u>Year</u>	<u>Co-Pay Amounts</u>
2014-15	8% of annual medical & dental coverage 110
2015-16	10% of annual medical & dental coverage 136.5
2016-17	12% of annual medical & dental coverage 166.2
2017-18	15% of annual medical & dental coverage 208
2018-19	15% of annual medical & dental coverage 208

*Health
 1200/month
 Family
 85 Dental
 85/month*

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6. Administrators are entitled to one personal day a year, which may be converted into a sick day. Five vacation days exclusive of reimbursement may be carried over into the next year. Administrators may receive $\frac{1}{2}$ per diem rate for each additional vacation day not used or carried over (up to a maximum 5 days). Reimbursement will be payable at the end of each fiscal school year of this agreement.
7. Mileage allowance for use of personal automobile for traveling out-of-district only will be granted, as outlined in the IRS guidelines.
8. Emergency days may be granted at the discretion of the Superintendent.
9. The Board agrees to pay the full cost of the PSBA travel insurance.
10. Administrators with three (3) or more years of service in the Highlands School District who are unable to work due to an extended illness, and have exhausted all accumulated sick leave days, will be continued on payroll at a rate equal to $\frac{3}{4}$ of their per diem.

Conditions

- a. Extended illness to mean an illness of more than ten (10) consecutive school days.
 - b. Must have worked for at least one (1) day in the fiscal school year in which this benefit would be utilized.
 - c. Must provide a written doctor's statement indicating illness and time of convalescence.
 - d. Benefit to be available once during length of this agreement and cannot carry over from one school year to another.
 - e. Must utilize a sabbatical leave of absence for health reasons, if eligible, and begin same at start of the next semester.
 - f. Limit of 130 benefit days.
11. Work Conditions:
- a. Appropriate Degree(s) and certification required.
 - b. All Principal vacation periods must be approved by the Superintendent.

12-month employees receive twenty (20) vacation days per year.

11-month employees receive five (5) vacation days per year.

10-month employees receive zero (0) vacation days.

c. Work days:

12-Month Employees	260 Days
11-Month Employees	230 Days
10-Month Employees	205 Days

d. Sick leave absences to be reported as per District procedure.

12-month employees receive twelve (12) sick days per year.

11-month employees receive eleven (11) sick days per year.

10-month employees receive ten (10) sick days per year.

e. The Board shall provide an additional \$1,000 in compensation each year of the agreement to be used as a flexible benefit by the employee to purchase benefits of their choice. Such as, annuities, life insurance, health insurance, dental insurance, vision insurance, prescription insurance, legal insurance, tuition credits, professional dues, and other benefits as approved by the Board.

f. Minimum eight (8) hour work day (exclusive of lunch). Work hours set by Superintendent.

12. Employees are permitted to use any unused vacation days during the next school year, if loss of days in summer is fault of District.

13. Employees required to work on a State or District holiday may convert that day to a roaming holiday.

14. The Board agrees that one (1) elementary and one (1) secondary principal will be permitted to attend their organization's state conference each year. In addition, one (1) elementary principal and one (1) secondary principal will be permitted to attend the national conference of their organization on a rotation basis each year.

15. An Administrative Merit Program will be provided, as set forth in Appendix B.

16. Retirement Benefits (a minimum of 10 years of administration service to the Highlands School District shall be required to receive these retirement benefits in provisions 16a, 16b, 16c, and 16d.)

a. The Board agrees to pay the employee at retirement through PSERS (excluding disability retirement) \$50.00 for each unused sick day up to a maximum of 140 days, and \$25.00 for each day over 140.

b. The Board shall provide the retiree paid group health insurance coverage, individual only, until the retiree becomes eligible for medicare health benefits or for health benefits under a comparable quote "State Health

Benefit Plan" as defined by the Equal Employment Opportunity Commission's ADEA Regulations, or for a continuous period of ten years, whichever first occurs. This insurance coverage shall be subject to the following conditions:

- (i) Before any premium is paid by the School District for the portion allocated to the retiree's individual coverage, the retiree is obligated to contribute to the purchase of health insurance coverage a minimum of One Hundred (\$100) Dollars per month, or such equal, lesser or greater amount as may from time to time be established under Act 23 of 1991 or any similar successor provision. The School District's obligation shall be to pay, beyond the retiree contribution, the balance of the premium. Upon request, retiree will participate in an automatic electronic fund transfer to expedite payment.
 - (ii) Coverage shall be as from time to time provided to the teacher's Bargaining Unit Members (HEA). (For example, while receiving the health insurance benefit, the Teachers' Association and the School District bargained a different health insurance plan or coverages. A retiree likewise will be covered by the new plan and not the plan in coverage that existed at the time of retirement).
 - (iii) Spousal and/or family insurance may be purchased at the retiree's expense. In such cases, the School District retains the option to purchase insurance coverage for the retiree and spouse in the form of two single coverages, one husband/wife coverage, or one family coverage. This same option likewise applies when the retiree's spouse remains employed by the School District.
 - (iv) A retiree may not participate in the insurance waiver/25% percent compensation provisions set forth in Section 5 above. In the event a retiree's spouse is also an employee of the School District, neither the retiree nor the retiree's spouse are eligible to receive payments on account of the insurance waiver provisions of this compensation plan (See Section 5).
 - (v) All retirement health insurance benefits including the right to purchase coverage for spouse or family, shall cease upon the retiree's death, subject to COBRA rights.
- c. The Board agrees to pay the employee as an employer contribution at retirement 2% of the employee's final salary for each year of administrative service within the Highlands School District. The maximum amount the Administrator is entitled is 20 years of service or \$40,000 whichever is greater.

- d. Each Administrator is entitled to a retention bonus of \$2,000 (pretax) after each 5 consecutive Administrative years at Highlands School District beginning July 1, 2009, or upon hiring into the District, whichever is later.

/X

17. Salary increases for Act 93 employees are:

	<u>Year</u>	<u>%</u>
1.	2014-2015	0
2.	2015-2016	1
3.	2016-2017	2
4.	2017-2018	2
5.	2018-2019	2

Evaluation

Each Act 93 employee shall be evaluated by the Superintendent in accordance with the PA School Code for administrative evaluations.

Any Administrator evaluated unsatisfactorily or needs improvement shall not receive a salary increase until rated satisfactory.

Merit

The Superintendent may recommend to the Board a merit, bonus payment up to \$1,000 each year for any administrator exceeding expectations with an exemplary evaluation.

\$5,000

Self goal -> Work = Bonus

HIGHLANDS SCHOOL DISTRICT
ADMINISTRATIVE SUPPORT STAFF AGREEMENT (TIER II)
2014-15, 2015-16, 2016-17, 2017-18, 2018-19

1. The Board will pay full tuition up to six (6) graduate credits per year, with prior approval of the Superintendent, provided a grade of "B" or higher is received in each course. If the Administrator leaves the District after the first year, said Administrator will pay back 100% of the tuition; after the second year, said Administrator pays back 75% of the tuition, after the third year, said Administrator pays back 50% of the tuition. After three years, no reimbursement to the District is required if the administrator leaves the District. Payment authorized for fiscal period July 1 to June 30 annually. Transcript and invoice to be submitted for payment.
2. Attendance at workshops/seminars may be approved by the Superintendent
3. Jury and Witness Fee: Employees absent due to jury duty will be paid the difference between their basic pay and the basic amount received as a jury fee (exclusive of their expense monies).
4. The Board will provide full membership to one State and one National Professional Association.
5. The Board agrees to pay the full cost of a \$50,000 life insurance program. Employees may purchase, at their own expense, additional blocks of \$10,000 of life insurance, if offered by the insurance carrier.
6. The Board agrees to pay the full cost (including dependents) of the District's Select Blue/P.O.S. program and dental plan, including all riders. Administrators may exchange 25% of the full cost of these programs for any equal benefit(s), including compensation payable monthly through payroll, if coverage is outside the Highlands School District. Said Administrators may re-enroll in these programs as outlined in the HEA contract and the Board-approved directives.

For the length of this agreement all Act 93 employees agree to the same health care coverages and premium payments, if any, as stated in the HEA Collective Bargaining Agreement, and further agree to contribute co-pays as follows:

<u>Year</u>	<u>Co-Pay Amounts</u>
2014-15	8% of annual medical & dental coverage
2015-16	10% of annual medical & dental coverage
2016-17	12% of annual medical & dental coverage
2017-18	15% of annual medical & dental coverage
2018-19	15% of annual medical & dental coverage

7. Emergency days may be granted at the discretion of the Superintendent.
8. Work Days:

12-Month Employees	260 Days
11-Month Employees	230 Days
10-Month Employees	205 Days
9. Employees are entitled to one personal day a year which may be converted into a sick day. Employees may carry over five vacation days into the next year, or ½ per diem rate for each vacation day not used, up to a maximum 5 days.

12-month employees receive twenty (20) vacation days per year.
11-month employees receive five (5) vacation days per year.
10-month employees receive zero (0) vacation days per year.
10. Mileage allowance for use of personal automobile for traveling out-of-district only will be granted, as outlined in the IRS guidelines.
11. Payment at an hourly rate for services performed at non-school related activities.
12. Compensatory Time may be granted by the Superintendent.
13. Sick leave days per year, as follows:

12-month employees receive twelve (12) sick days per year.
11-month employees receive eleven (11) sick days per year.
10-month employees receive ten (10) sick days per year
14. The Board agrees to pay the full cost of the PSBA travel insurance.
15. Employees are permitted to use any unused vacation days during the next school year, if loss of days in summer is fault of District.
16. Employees required to work on a State or District holiday may convert that day to a roaming holiday.
17. Board shall provide an additional \$1,000 in compensation each year of the agreement to be used as a flexible benefit by the employee to purchase benefits of their choice. Such as, annuities, life insurance, health insurance, dental insurance, vision insurance, prescription insurance, legal insurance, tuition credits, professional dues, and other benefits as approved by the Board.

18. Retirement Benefits (a minimum of 10 years of administration service to the Highlands School District shall be required to receive these retirement benefits in provisions 16a, 16b, 16c, and 16d.)
- a. The Board agrees to pay the employee at superannuation retirement through PSERS (excluding disability retirement) \$50.00 for each unused sick day up to a maximum of 140 days, and \$25.00 for each day over 140.
 - b. The Board shall provide the retiree paid group health insurance coverage, individual only, until the retiree becomes eligible for Medicare health benefits or for health benefits under a comparable quote "State Health Benefit Plan" as defined by the Equal Employment Opportunity Commission's ADEA Regulations, or for a continuous period of ten years, whichever first occurs. This insurance coverage shall be subject to the following conditions:
 - (i) Before any premium is paid by the School District for the portion allocated to the retiree's individual coverage, the retiree is obligated to contribute to the purchase of health insurance coverage a minimum of One Hundred (\$100) Dollars per month, or such equal, lesser or greater amount as may from time to time be established under Act 23 of 1991 or any similar successor provision. The School District's obligation shall be to pay, beyond the retiree contribution, the balance of the premium. Upon request, retiree will participate in an automatic electronic fund transfer to expedite payment.
 - (ii) Coverage shall be as from time to time provided to the teacher's Bargaining Unit Members (HEA). (For example, while receiving the health insurance benefit, the Teachers' Association and the School District bargained a different health insurance plan or coverages. A retiree likewise will be covered by the new plan, and not the plan in coverage that existed at the time of retirement).
 - (iii) Spousal and/or family insurance may be purchased at the retiree's expense. In such cases, the School District retains the option to purchase insurance coverage for the retiree and spouse in the form of two single coverages, one husband/wife coverage, or one family coverage. This same option likewise applies when the retiree's spouse remains employed by the School District.
 - (iv) A retiree may not participate in the insurance waiver/25% percent compensation provisions set forth in Section 5 above. In the event a retiree's spouse is also an employee of the School District, neither the retiree nor the retiree's spouse are eligible to receive

payments on account of the insurance waiver provisions of this compensation plan (See Section 5).

- (v) All retirement health insurance benefits including the right to purchase coverage for spouse or family, shall cease upon the retiree's death, subject to COBRA rights.
- c. The Board agrees to pay the employee as an employer contribution at retirement 1% of the employee's final salary for each year of employee service within the Highlands School District. The maximum amount the Administrative Support Staff is entitled is 20 years of service or \$20,000.
- d. Each Administrative Support Staff is entitled to a retention bonus of \$1,000 (pretax) after each 5 consecutive Administrative Support Staff years at Highlands School District beginning July 1, 2009, or upon hiring into the district, whichever is later.

19. Salary increases for Act 93 employees are:

Year	%
1. 2014-2015	0
2. 2015-2016	1
3. 2016-2017	2
4. 2017-2018	2
5. 2018-2019	2

Evaluation

Each Act 93 employee shall be evaluated by the Superintendent in accordance with the PA School Code for administrative evaluations.

Any Administrator evaluated unsatisfactorily or needs improvement shall not receive a salary increase until rated satisfactory.

Merit

The Superintendent may recommend to the Board a merit, bonus payment up to ~~\$1,000~~ ^{\$5,000.00} each year for any administrator exceeding expectations with an exemplary evaluation.