

## **ADMINISTRATOR COMPENSATION PLAN**

**October 27, 2014**

The Board of School Directors of the Indiana Area School District adopts the following Administrator Compensation Plan pursuant to the "Public School Code of 1949", as amended, Section 1164, which is identified as Act 93 of 1984. The purpose of this Act is to provide a means by which compensation matters affecting Act 93 Personnel can be resolved within a management team philosophy.

### **I. TERM OF COMPENSATION PLAN**

**This plan is effective July 1, 2014 and shall continue until June 30, 2018.**

### **II. DEFINITIONS**

The term "Act 93 Personnel" shall include the following positions for purposes of this plan:

- Principal
- Assistant Principal
- Coordinator of Instructional Technology
- Coordinator of Special Programs
- Supervisor of Buildings & Grounds
- Transportation Supervisor/Safety Coordinator
- Technology Coordinator
- MIS Supervisor

### **III. COMPENSATION PLAN**

The Act 93 Compensation Plan will be determined through discussion sessions between a committee of the School Board and representatives of Act 93 personnel.

### **IV. SALARY**

Salaries and related compensation for Act 93 employees are provided in Appendix A.

A one-time payment of \$5,000 will be made for establishing a primary residence in the school district for those not already residing in the school district.

## **V. FRINGE BENEFITS**

The District will provide the following fringe benefits for Act 93 Personnel. Any benefit set forth under the Plan that is supplied by the District through an insurance carrier shall be subject to the terms, provisions and/or restrictions set forth in the master policy as provided by said carrier. In all respects, types and levels of coverage are subject to the operating procedures of the insurance carrier.

### **A. Hospitalization Insurance**

The District will provide one hundred percent (100%) of the premium cost of participation in a plan that meets the minimum IRS requirements for a qualified high-deductible health plan. The district will also provide a contribution to a Health Savings Account (HSA) equal to 50% of the HDHP deductible. The HSA contribution will be made in the first month of coverage in each plan year. The employee may also contribute to the HSA up to the combined limits set by the IRS. The employee will be responsible for any per participant costs required for the HSA. The full premium cost and 50% of the HDHP deductible for any employee who is enrolled in the family plan will also be provided.

Beginning with an open enrollment opportunity after December 30, 2017, the spouse of an employee working full-time (full-time defined as at least 30 hours per week) will be eligible to enroll in the District's hospitalization plan as a dependent only if the spouse has enrolled under their respective employer's plan as an employee. Their employer's plan will be their primary coverage with the District's plan coverage being secondary. For spouses who do not have hospitalization available to them through an employer, the District's plan coverage will be primary.

### **B. Group Term Life Insurance**

The District will provide the full premium cost of a group term insurance policy equivalent to the Medical Life plan on file in the district office, which includes accidental death and dismemberment (AD&D) coverage in the principal amount of \$200,000. A "buy-in" privilege for the purchase of additional insurance is available, subject to terms of the master policy.

### **C. Income Protection**

The Board will provide the full premium cost of an income protection policy equivalent to the Assurant plan on file in the district office. The qualifying period is the greater of ninety (90) days or length of sick leave the covered person has accrued. Coverage is in the amount of two thirds (2/3) of monthly salary or \$7,500 per month, whichever is less. The extent of the coverage shall be to age sixty-five (65) years in case of illness or accident.

#### **D. Dental**

The District will provide a dental insurance plan equivalent to the Delta Dental plan on file in the district office with the following coverage:

1. Type I & II coverage with no deductible, and 50% co-insurance on Type II coverage.
2. Major restoration coverage with no deductible and 80% co-insurance.
3. \$2,000 maximum benefit per calendar year for each employee and each dependent.
4. Orthodontic coverage to a maximum of \$2,000 with no deductible and 50% co-insurance.

The District will pay full premium cost of said coverage for the individual and will pay 95% of the premium cost for any employee who is enrolled in the family plan.

#### **E. Vision**

The District will provide a vision insurance plan with benefits equivalent to the Vision Service Plan Group #007 on file in the district office. The District will pay the full premium cost of said coverage for the individual and will pay 95% of the premium cost for any employee who is enrolled in the family plan.

#### **F. Sick Leave**

Twelve (12) days sick leave will be provided each year with unlimited accumulation permitted.

Up to twelve (12) of the sick days provided may be used each year for a bona fide illness of an immediate family member. Such days shall be non-cumulative from year to year. Such days are included in the twelve (12) sick days provided and are not in addition thereto. For purposes of this Section, immediate family shall be limited to father, mother, step-father, step-mother, son, daughter, husband, wife, grandchild, grandparent, or any person with whom the employee has made his home.

New administrators hired from outside of the district may transfer all of their accumulated sick leave. Sick leave days which are transferred shall be used first by the administrator for illness, but shall not be used for calculation of the "sick leave buy back" provision of Section N. Retirement Bonus, in the Act 93 Administrator Compensation Plan.

New administrators hired from within the district may transfer all of their accumulated unused sick leave and all accumulated sick days shall qualify to be used for calculation of the “sick leave buy back” provision of Section N. Retirement Bonus, in the Act 93 Administrator Compensation Plan.

#### **G. Vacation**

Each Act 93 employee will earn 20 vacation days per year. Vacation days may be accrued up to a maximum of 25 days per year. Days beyond 25 remaining after September 1 will be converted to sick days up to a maximum of 5 days per year.

#### **H. Vacation Leave Bank**

A vacation leave bank is voluntary for members of the Act 93 Agreement, but only those who donate vacation days will be eligible to benefit from days in the bank.

Each participating member will donate a minimum of one (1) day for the initial membership and may donate additional days at any time. In order to donate days, the business office must be notified in writing.

Contributed days shall remain in the bank and may not be withdrawn by the employee upon retirement or resignation from the District. A donation of contributed days to the Bank shall be absolute and irrevocable. Further, in the event that an employee announces his or her intent to retire or resign, said employee may not contribute remaining days to the vacation leave bank.

All personal and vacation leave must be exhausted before an individual is eligible for any vacation leave bank days.

A Vacation Bank Committee shall be established and will consist of two (2) members of the Act 93 employee group and the Superintendent or his/her designee. An individual needing additional vacation leave benefits beyond those set forth in Section G. Vacation, shall direct a letter to the Superintendent, explaining the reason the additional days are needed. The Committee shall, after reviewing the circumstances for the requested leave, approve or deny the request. That decision shall be final.

#### **I. Personal Days**

Two (2) personal days are provided. Personal leave may be accumulated up to a maximum of four (4) days. Any personal leave days accumulated in excess of the four (4) day maximum shall be converted to sick leave on July 1 of each year of this compensation plan.

## **J. Annuity**

A Tax Deferred Annuity Program will be provided by the district. The annual contribution shall be determined by multiplying the Act 93 Personnel's salary times one and one-half percent (1.5%) plus sixty-five dollars (\$65.00) for each year served as an administrator in the District.

## **K. Bereavement, Emergency, Maternity, Sabbatical, Military, Prolonged Illness and Jury Duty Leave**

The above leaves are provided in accordance with the provisions of the teachers' contract and/or school law.

## **L. Tuition Reimbursement**

For covered employees enrolled in an advanced degree or professional certification program on May 1, 2012, tuition reimbursement will be provided for credits taken to improve professional competency in the amount of \$640 per credit, or cost of credit, whichever is less. In order to receive payment, the employee shall submit evidence (grade or transcript) of satisfactory completion with a grade of B or better. Course selection is subject to approval by the Superintendent.

For all other covered employees who enroll in an advanced degree or professional certification program after May 1, 2012, tuition reimbursement will be provided for credits taken in pursuit of an advanced degree or professional certification, including letters of eligibility, relevant to the performance of IASD duties in the amount of the IUP graduate credit rate, or cost of credit, whichever is less. In order to receive payment, the employee shall submit evidence (grade or transcript) of satisfactory completion with a grade of B or better. Course selection is subject to approval by the Superintendent. Additionally, upon completion of the degree or certification, employees who enroll in advanced degree or professional certification programs after May 1, 2012 shall receive a one-time per terminal degree or certification completion incentive payment of \$1,000.

For all covered employees, the following sliding payback scale shall apply to individuals who leave IASD or the Act 93 unit:

- Leave within 1-year of completing credit: employee must repay 100% of total credits paid by the district
- Leave within 2-years: employee must repay 50% of total credits paid by the district
- Leave within 3 years: employee must repay 25% of total credits paid by the district

The employee shall repay the District the full amount owed within five years from the date the employee leaves IASD or the Act 93 Unit.

### **M. Retirement Hospitalization/Dental/Vision**

The District will provide 100% premium payment for hospitalization, dental and vision insurance coverage until the retiree reaches the age of 65, or the age in which the employee becomes eligible for Medicare, whichever is later, for any Act 93 Personnel who retire on or after attaining the age of superannuation, as established by the Pennsylvania School Employees Retirement System, except that the District will not contribute toward the cost of the deductible of the employee's hospitalization after retirement. The coverage provided to retirees will be that in effect for active employees under this plan and therefore is subject to change after retirement.

The District's monthly payment toward the medical insurance premium for this coverage shall be the difference between the monthly premium cost to the District and the maximum monthly PSERS Health Insurance Premium Assistance program payment that may be received by the retired employee under Act 23 of the Public School Employees' Retirement System or any successor legislation.

### **N. Retirement Bonus**

An Act 93 employee who retires on or after the age of superannuation as established by the Pennsylvania School Employees Retirement System will receive \$100 for each day of accumulated sick leave.

By providing a retirement notification at least six (6) months in advance, an Act 93 employee hired before July 1, 2014 shall also be entitled to receive, as additional compensation payable at the time of retirement, a retirement bonus equal to the product of his/her then current per diem rate (annual salary divided by 260 days) and the number of years of service as an Act 93 employee of the Indiana Area School District as defined in Section II. The six (6) month notification requirement may be waived at the discretion of the school district if the employee experiences a life changing event.

If an eligible applicant who has met all the requirements set forth herein dies before receiving such payment, his/her estate shall receive payment.

The District shall make a non-elective, no-cash option contribution into the employee's qualified 403(b) account equal to the value of the employee's unused accumulated sick leave at the time of retirement. In the event an eligible employee dies before receiving his/her contribution, the contribution shall be made to the account in the month of the employee's death. If the eligible employee dies before the employer can establish the employee's qualified 403(b) account, the contribution will be made to employee's estate.

**O. Professional Organization Membership**

The District will pay the full cost of one annual membership in an appropriate professional organization. The organization must be selected with the concurrence of the Superintendent.

**P. Waiver of Hospitalization Coverage**

The District has adopted a Waiver of Health Care Coverage Plan. In any year the Plan is being offered, the District will provide an election form by April 1.

Employees who meet the requirements of the Plan shall be reimbursed in the amount of \$5,000 annually according to the following provisions:

1. If an employee is eligible for coverage as a dependent of a District employee , they are not eligible for the Plan.
2. The employee will be reimbursed through payroll in two installments of \$2,500 each to be paid in December and June.
3. Employees must submit the election form by May 1 prior to the designated fiscal year.
4. New employees can submit an election form under the provisions specified in the plan.
5. Employees may discontinue participation if they meet the conditions in the plan prescribed under Events Permitting Exception to Irrevocability Rule.

**Q. Flexible Spending Account**

The District will provide a voluntary Flexible Spending Account under the provisions of Internal Revenue Service Code Section 125.

**R. Direct Deposit**

Direct deposit for payroll will be mandatory for all employees covered by this agreement.

**VI. Work Year**

The work year consists of twelve (12) months with the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving (Thursday, Friday, Monday) and Christmas.

Act 93 employees are required by the nature of their jobs to work more than a normal work week. To compensate for this extra time commitment, Act 93 employees are only required to work one day during the Christmas/New Year holiday break. Additionally, their workday during the summer break is more flexible provided sufficient planning, preparation and operation of school and district needs are met.

**VII. OTHER**

This compensation plan is approved by the Board of Directors of the Indiana Area School District at its meeting on October 27, 2014.