

Laurel Highlands School District Administrator Compensation Plan

The following Administrator Compensation Plan was adopted by the Laurel Highlands School Board pursuant to Section 1164 of the Public School Code of 1949, as amended, Act 93 (24 P.S. 11-1164).

INTRODUCTION

The Laurel Highlands School Board recognizes the importance of maintaining an effective Management Team to strengthen the administrative and educational programs for the District; and to establish and improve communications, decision-making, conflict resolution, and other relationships among members of the Management Team.

I. TERM OF COMPENSATION PLAN

- 1.0** The term of this Compensation Plan shall be from **July 1, 2011 and shall continue in force and effect until midnight June 30, 2016.**

II. DEFINITIONS

- 2.0** The term "Professional Administrator" shall include the following positions for the purpose of this plan:

High School Principal (12-month/240 days)
Middle School Principal (12-month/240 days)
Elementary School Principal (12-month/240 days)
Assistant High School Principal (12-month/240 days)
Assistant Middle School Principal (12-month/240 days)
Director of Federal Programs/Data Analysis (12-month/240 days)
Director of Curriculum and Instruction (12-month/240 days)
Director of Special Ed./Pupil Personnel Services (12-month/240 days)
Supervisor of Attendance/Discipline Review/PIMS (10-month/200 days)

- 2.1** The term "Nonprofessional Administrator" shall include the following positions for the purpose of this plan:

Director of Food Services (12-month/240 days)
Chief of Police/Security (12-month/240 days)
Supervisor of Buildings & Grounds (12-month/240 days)

III. COMPENSATION PLAN

- 3.0 Salaries, fringe benefits, and the other terms and conditions of the Administrator Compensation Plan have been determined following good faith “meet and discuss” sessions between the School Board’s representatives and the Administrations’ representatives.

IV. COMPENSATION

- 4.0 See Salary Schedule, which is attached hereto and incorporated herein.
- 4.1 Compensation for the 2011-2012 school year shall be covered by a new Compensation Plan.
- 4.2 Newly hired or promoted Administrators, regardless of their position, will be paid a salary determined between the School Board and the newly hired or promoted Administrator. Any newly hired or promoted Administrator’s (including promotion from teacher/support staff to Administrator) salary will be set at the sole discretion of the School Board.
- 4.3 Salaries set forth on the Salary Schedule are based upon the number of workdays associated with the particular administrative position. Salaries also take into consideration the position’s value, duties, and responsibilities, comparative salaries within the District, and salaries for comparable positions in the market place, as well as the individual qualifications of the position holder.

V. FRINGE BENEFITS – PROFESSIONAL ADMINISTRATORS

Professional Employee Benefits.

- 5.0 The District shall provide the following benefits as from time to time offered to the teachers’ bargaining unit members to each Professional Administrator.
1. **Health Care Insurance**
- A. Subject to Section C below, for the duration of this Agreement, the Board agrees to pay an amount equal to full coverage of the Highmark Preferred Provider Organization (PPO) Plan F (or equivalent program by mutual consent of the parties). The employees will be responsible for a ten dollar (\$10) payment for physician office visits, a ten dollar (\$10) payment for generic brand prescription drugs and a twenty dollar (\$20) payment for brand name prescription drugs (i.e. non-premium co-pays).
2. **Blue Shield Dental and Vision Insurance**
- B. The Board shall pay the full cost for the following United Concordia’s Concordia FLEX Dental and Highmark Optichoice Vision programs for each year of the contract as indicated below:
- a. Basic Dental – Family

- b. Orthodontic Rider
- c. Supplemental Dental Plan – Family
- d. Vision – Family

3. Premium Co-Payments

C. All Administrators who receive healthcare through the District shall contribute toward healthcare premiums based upon the following schedule:

<u>School Year</u>	<u>Individual Coverage</u>	<u>Other Coverage</u>
2011-2013	\$25 per month	\$50 per month
2013-2014*	\$25 per month	\$50 per month (*1 st half yr.)
2013-2014*	\$35 per month	\$60 per month (*2 nd half yr.)
2014-2016	\$35 per month	\$60 per month

Section 125 Account. The District agrees to establish a Section 125 Plan of the Internal Revenue Code which allows participants the option of deferring salary on a pretax basis to pay for medical premiums, medical co-pays and deductibles, prescription drugs, dental care, eye care, dependent care, and other qualifying expenses of such plans. The employer shall establish this benefit in a manner consistent with and to meet all requirements of Section 125 of the Internal Revenue Code, as amended, including the development of a separate plan document to be approved by the District, and filing of all initial and subsequent documentation required to maintain such a plan.

4. Waiver of Health Insurance Coverage

- a. If an employee is eligible for employer paid health insurance coverage, and chooses not to utilize the District’s Group Medical Insurance Coverage, the Employee shall be reimbursed as follows: twenty-five percent (25%) of the premium.
- b. Deletion of health insurance coverage shall commence July 1 of each school year. Employees must submit their written declination of the Health Insurance Coverage by May 1 prior to the designated school year.
- c. Re-enrollment will be permitted at the commencement of a school year (July 1) by submitting a re-enrollment request by May 1 prior to the designated school year.

- d. If the employee is covered on a spouse's health insurance plan and that coverage is terminated due to divorce, the spouse's death, or the spouse's loss of employment, the employee may re-enroll in the health insurance coverage with thirty (30) days written notice and the amount of reimbursement shall be prorated accordingly. This re-enrollment will only be allowed if permitted by the employer's insurance carrier. Restart of coverage shall commence at the start of a calendar month.
- e. Payment to employees for the declinations of the health insurance coverage shall be made monthly.
- f. Employees applying for this rebate and choosing to decline health insurance coverage shall sign a release absolving the Laurel Highlands School District and the Laurel Highlands Administrators of any liability that could result because of the employee choosing to not accept the group health insurance coverage.
- g. This insurance waiver shall be included in the District's Section 125 Plan of the Internal Revenue Code. If any provision of this section would cause the benefits of employees not selecting this option to become taxable, then this section shall be discontinued immediately and group health insurance coverage shall be implemented for all eligible employees.
- h. A retiree is not eligible to receive payments of the insurance waiver provisions of this Agreement.
- i. If the employee is covered on a spouse's health insurance plan and the spouse is either an employee of the District or is a retiree receiving spousal coverage, the employee may still participate in this waiver program. It is recognized that the waiving employee, however, would still be receiving group coverage from the District. The waiving employee will, therefore, only be entitled to twenty-five percent (25%) of the additional premium the District would otherwise pay for providing such married employees equal family or husband and wife coverage.

5. Income Protection

- D. The Board will provide for its employees, pursuant to the present Madison National Life Insurance Company, Inc. or a plan provided by a company mutually agreeable to the parties, sixty-six and two thirds percent (66 2/3%) of an eligible employee's annual salary or such maximum (the

maximum shall not be lower, for the duration of this Agreement, than was received for the 1999-2000 school year.) amount as might be set by the insurance carrier. The benefits will commence the first (1st) day of accident the 15th day of sickness respectively.

5.1 Sick Leave. As of the commencement of each school year (July 1), each Professional Administrator who is in active service shall be credited with eleven (11) days sick leave allowance. Sick days cannot be taken in increments of less than one-half (1/2) day. The unused portion of such allowance shall accumulate from year-to-year without limitation. Professional Administrators shall not accrue sick days during sabbatical leave or while on other approved leaves (including extended sick leave). An Administrator, who enters the District for the first time, is re-employed, or returns from an approved leave of absence, will be credited with one (1) day of sick leave for each month the administrator will work during the remaining school year.

Example A. Twelve-month Administrator takes leave commencing July 1, 2008 and ending June 30, 2009. Administrator accrues no sick days during the 2008-2009 school year.

Example B. Twelve-month Administrator takes leave commencing April 1, 2008 and ending September 30, 2008; Administrator accrued eleven (11) days for 2007-2008 school year and nine (9) days for 2008-2009 school year.

5.2 Personal Days. Each professional Administrator shall be provided a total of five (5) personal days per school year for which no excuse shall be required, but for which prior notice must be given to the Superintendent. An emergency is defined as a sudden, generally unexpected occurrence or set of circumstances, which requires immediate attention. No reasonable request shall be denied. All unused personal leave will convert to unused sick days at the end of each school year. Professional Administrators shall not accrue additional personal days during sabbatical leave or while on other approved leaves (including extended sick leave). Therefore personal days shall be prorated for an Administrator who works less than a full school year on the basis of the number of days worked divided by the number of workdays in the school year. A personal day cannot be taken in an increment of less than a one-half (1/2) day.

5.3 Bereavement. There shall be no deduction in salary of any Administrator for an absence not in excess of five (5) consecutive school days because of a death in the immediate family, commencing the day after the death. Whenever an Administrator is absent because of a death of a near relative, there shall be no deduction in the Administrator's salary for absence on the day of the funeral. Immediate family and near

family shall be as defined by Section 1154 (b) and (c) of the Pennsylvania Public School Code, as amended.

5.4 Life Insurance. Each Administrator shall receive a \$100,000 group Term Life Insurance Policy, at no cost to the Administrator. If permitted by the District's group term life insurance carrier, the Administrator may purchase additional coverage at the Administrator's sole expense.

5.5 Professional Memberships. The School District shall pay the annual dues for each Administrator's membership in one or more professional associations at the state or national level, in an amount up to \$525.00 per annum. The professional association must be related to the Administrator's work assignment, with prior approval of the Superintendent.

5.6 Credit Reimbursement. Starting with January 1, 2013, each Administrator shall be reimbursed at a rate of \$300 per credit upon the successful completion of graduate courses taken at approved colleges or universities, with prior approval of the courses by the Superintendent. Courses must either be related to the Administrator's current job or be applicable for earning additional PDE certification or a post-graduate degree in education. Such credit reimbursement shall be limited to six (6) credits per school year. Reimbursement shall be made upon receipt of proof of tuition payment, and proof of a minimum "B" grade or Passing grade, if the course is Pass/Fail. Beginning with the 2008-2009 school year, should an administrator terminate employment or be terminated for cause or retire, the Administrator shall reimburse the School District for all tuition reimbursements paid by the School District during the said preceding four (4) calendar year period.

5.7 Mileage. An administrator shall be reimbursed for the use of the Administrator's private vehicle, while on School District business outside of the school district, at the mileage rate set by the I.R.S. There will be no reimbursement for travel to and from the work place or from building to building. The only exception will be the special education director as the position requires regular travel daily. All travel **must** be submitted on a monthly basis to the Business Office

5.8 Holidays. Administrators will receive the following holidays:

1. New Year's Day
2. President's Day
3. Good Friday
4. Easter Monday
5. Martin Luther King Day

6. Memorial Day
7. Fourth of July
8. Labor Day
9. Veteran's Day
10. Thanksgiving Day
11. Friday after Thanksgiving
12. Monday after Thanksgiving
13. Christmas Recess

If a Holiday becomes a scheduled student make-up day (such as a snow day), the Holiday shall be converted to a workday. In such event, the Administrator shall receive a floating Holiday to be scheduled through the Superintendent.

5.9 Vacation - Twelve Month. Twelve-month Administrators shall be entitled to twenty (20) days of paid vacation each school year. Ten-month Administrators shall have no vacation days.

- a. Vacation shall be scheduled through the Superintendent; vacation date shall be subject to the Superintendent's approval.
- b. Principals may take up to ten (10) days during the student calendar year.
- c. Vacation days not utilized during the school/vacation year may be carried over until December 31st of the immediately following school year.
- d. In the event an Administrator's employment with the School District should terminate prior to the end of a school year, vacation accrual and payment for unused vacation days shall be pro-rated based upon the number of days worked compared to the number of work days in the Administrator's work year.
- e. In the event an Administrator's employment with the School District as an administrator (i.e. not as a teacher or member of the support staff) would commence after the start of a school year, or the Administrator takes an approved leave of absence during the school year, vacation days shall be prorated for the school year based upon the number of work days worked compared to the number of work days in the Administrator's work year.
- f. A vacation day cannot be taken in an increment of less than a one-half (1/2) day.

5.10 Retirement.

a. **Eligibility Criteria** – Applicant must meet all six (6) of the eligibility criteria.

1. Years of Service.
 - 1a. Current Administrators who have completed at least ten (10) years of employment as a professional employee in the Laurel Highlands School District.
 - 1b. Any Administrator hired after July 1, 2009 must have completed at least twenty (20) years of employment as a professional employee in the Laurel Highlands School District.
2. The applicant must be at least fifty-five (55) years of age.
3. The applicant shall retire from the Laurel Highlands School District and from the Public School Retirement System in the Commonwealth of Pennsylvania.
4. The employee must be retiring as recognized by the P.S.E.R.S.
5. The employee is not taking a P.S.E.R.S.'s disability retirement.
6. The applicant must submit a formal letter with intent to retire to the Board of Education.

b. **Benefits of the Plan**

Hospitalization

1. **Coverage Election.** At the time of retirement, the retiring employee may elect either husband and wife group health insurance coverage or individual (i.e. for the retiree only) group health insurance coverage. This is a one (1) time election.

2. **Type of Coverage.** The group health insurance coverage shall be as provided to the actively employed members of the Act 93 Employees. The retiree shall in the future be bound by any and all future negotiated or mandated changes in coverage, plan, or carrier for the Act 93 Employees. (For example, while receiving the health insurance incentive, the Act 93 Employees and School District bargain (or the State mandates) a different health insurance plan, carrier, or coverages; the retiree

likewise will be covered by the new plan, carrier, or coverages, and not the plan or coverage that existed at the time of the retirement. For example, if any co-pays, would be increased, reduced, or eliminated, the retiree's co-pay would likewise be increased, reduced or eliminated).

3. Cost Sharing.

3a. For the retiree who elects individual coverage, the District shall pay one hundred percent (100%) of the cost of health insurance per month. The retiree will be responsible for all premium co-pay and non-premium co-pays.

3b. For the retiree who elects husband and wife coverage, the District shall pay one hundred percent (100%) of the cost of health insurance per month up to a maximum cap equal to the then monthly premium cost in affect as of the retiree's effective date of retirement. The effective date of retirement for employees retiring at the close of a given school year and who receive the total fringe benefits as provided by this agreement for the months of June, July and August subsequent to their retirement, shall be the immediately following September 1. Any subsequent monthly premium costs above the maximum cap shall be the responsibility of the retiree. The retiree will not have to make any premium co-pays; but will remain responsible for any non-premium co-pays.

4. PSERS Reimbursement. Before any premium is paid by the District for the portion allocated to the retiree's individual coverage, the retiree is obligated to contribute to the purchase of health insurance coverage at a minimum of one hundred dollars (\$100) per month, or such equal, lesser, or greater amount as may from time to time be established under Act 23 of 1991, as amended, or any similar successor provision. This contribution is in addition to the retiree's cost sharing obligations set forth in Section 3 above.

5. The District will pay the premiums, less the reimbursable amount paid by P.S.E.R.S. and any cost sharing contributions to be paid by the retiree, for the following periods:

5a. If the retiree elected individual coverage, a period of ten (10) years or until the retiree becomes eligible to receive Medicare or coverage under a governmental agency plan, whichever occurs first.

5b. If the retiree elected husband and wife coverage, a period of eight (8) years or until the retiree becomes eligible to receive Medicare or coverage under a governmental agency plan, whichever occurs first.

6. In the event that an employee receiving benefits under this Article engages in gainful employment and the new employer provides health care insurance at the employer's expense which is equal to the benefit provided by Laurel Highlands School District as a benefit, the provisions of this section shall be null and void.

7. Until the retiree becomes eligible to receive Medicare or coverage under a governmental agency plan, the retiree may purchase, at the District's group rate, coverage for non-spousal dependents and/or additional years of coverage. The retiree is responsible for the full cost of such additional coverage.

8. In the event that a retiree's spouse is also an employee of the School District, neither the retiree nor the retiree's spouse is eligible to receive payments on account of the insurance waiver provisions of this Agreement.

c. Sick Day Reimbursement.

One hundred dollars (\$100) per day of unused sick days will be paid to the retiring employee for all unused sick days accumulated in the district. The value of all unused sick days at the time of termination of employment or payable after July 1, 2009, shall be contributed as an employer contribution by the School District into a Section 403(b) tax-sheltered account of the Employee's choice of the district's plan approved options, up to the amount permissible by law. Any amounts in excess of the shelter limit will be contributed in subsequent tax years up to the amount permissible by law, payable on the first business day of the new tax year.

5.11 Nonprofessional Employee Benefits.

Nonprofessional Administrators shall receive the same benefits as set forth in Sections 5.0, 5.1, 5.2, 5.3, 5.4, 5.7, 5.8, 5.9 or 5.10 as the case may be, and 5.11.

6. Benefits in the Event of an Assault

7. The following paid leaves: sabbatical, military, and jury duty.

8. Unpaid Leave

The Professional Administrator shall receive the above as from time-to-time provided to the Laurel Highlands Education Association Bargaining Unit Members. The Professional Administrator shall only be entitled to such benefits

while they are being provided to said Bargaining Unit. For example, if during the term of this Administrator Compensation Plan, an insurance deductible, co-payment or coverage would be increased, reduced, replaced or eliminated, the Professional Administrator's deductible, co-payment, or coverage would likewise be increased, reduced, replaced or eliminated.

VI. JOB RESPONSIBILITIES

- 6.0** Job descriptions for Administrative positions shall be as from time-to-time determined by the Superintendent and the School Board. Administrative hierarchy will likewise be as from time-to-time determined by School District policy.

VII. EVALUATIONS

- 7.0** Administrators shall be evaluated from time-to-time by the School District's Superintendent and/or designee, with at least one evaluation taking place prior to June 30th of each school year. The purpose of the performance assessment shall be as follows:

- a. To strengthen the working relationship between the Administrator and the Superintendent;
- b. Enhance Administrator's and School Board's effectiveness;
- c. Clarify for the Administrator the responsibilities the School Board and Superintendent rely upon him or her to fulfill; and
- d. To discuss and establish the Administrator's goals for the ensuing year.

- 7.1.** An Administrator who receives an unsatisfactory rating or evaluation shall not receive any salary increase for the immediately subsequent school year.

VIII. MISCELLANEOUS

- 8.0** Except as specifically provided in this Administrator Compensation Plan, this Plan does not supercede the District's management rights, including the right to create or eliminate positions, transfer, suspend (furlough), or terminate any Administrator.

- 8.1** If during the term of the Administrator Compensation Plan, the Pennsylvania Public School Code would be amended, the School Board reserves the right to implement any such amendments. If implementation would supercede a

provision of this Administrator Compensation Plan, a meet-and-discuss session will be held with the Administrators prior to implementation.

- 8.3** The Superintendent, the School Board, and the Administration value the need to effectively communicate at all times, especially in the time of emergency. The School Board agrees to provide administrators with a cell phone to support this cause. If the Administrator opts to use his/her own cell phone for daily work, the Administrator will be reimbursed \$30 a month.

LONGEVITY	
Beginning in the 16th year through 21st year	\$300
Beginning in the 22nd year through 31st year	\$400
Beginning in the 32nd year through 35th year	\$500
Beginning in the 36th year through 39th year	\$600
Beginning in the 40th year and up	\$700

THE PAY SCALE FOR NEW ADMINISTRATORS HIRED YEAR #1 WILL BE BASED OFF THE FOLLOWING TOTAL EDUCATIONAL EXPERIENCE SCALE:	
<u>Total Educational Experience in Years</u>	<u>% of Set Salary</u>
5	70%
8	75%
10	80%
12	85%
14	90%
15+	95%

**YEAR #2 THE NEW ADMINISTRATOR WILL MOVE TO 95% OF THE SET SALARY
YEAR #3 NEW ADMINISTRATOR WILL MOVE TO 100% OF THE SET SALARY.**

Salary Schedule 2011 - 2016

	2010-	2011-	2012-	2013-	2014-	2015-
Position	2011	2012	2013	2014	2015	2016
Dir. of Curriculum and Instruction	90,000	90,000	90,000	90,000	96,038	99,207
				92,970		
High School Principal	91,000	91,000	91,000	91,000	96,167	98,860
				93,548		
Assist. High School Principals (2)	83,500	83,500	83,500	83,500	88,241	90,712
				85,838		
Middle School Principal	88,200	88,200	88,200	88,200	93,209	95,819
				90,670		
Assistant Middle School Principal	81,655	81,655	81,655	81,655	86,291	88,707
				83,941		
Elementary Principals (4)	86,500	86,500	86,500	86,500	91,412	93,972
				88,922		
Director of Special Education	88,500	88,500	88,500	88,500	93,525	96,144
				90,978		
Director of Federal Programs	70,000	70,000	70,000	70,000	73,975	76,046
				71,960		
Director of Food Services	53,000	53,000	53,000	53,000	56,010	57,578
				54,484		
Supervisor Attendance/PIMS	NA	44,000	47,700	49,200	50,800	52,300
			*Step#4	Step#5	Step#6	Step#7
Sup. of Buildings and Grounds	58,000	58,000	58,000	58,000	61,293	63,009
				59,624		
Chief of Security	51,000	51,000	51,000	51,000	53,896	55,405
				52,428		

10/1/12

LAUREL HIGHLANDS SCHOOL DISTRICT

ADMINISTRATORS' COMPENSATION AND SUPERVISION PLAN

The Administrators of the Laurel Highlands School District and the Board of Directors of the Laurel Highlands School District acknowledge that the parties have met and discussed in good faith the Administrators' Compensation and Supervision Plan for the term **July 1, 2011 thru June 30, 2016 or until any extended date**. An amendment will be added to the Plan if the date is extended.

President of the Board *Date*

Board Secretary *Date*

ADMINISTRATOR'S COMMITTEE

Date

Date

Date

Date