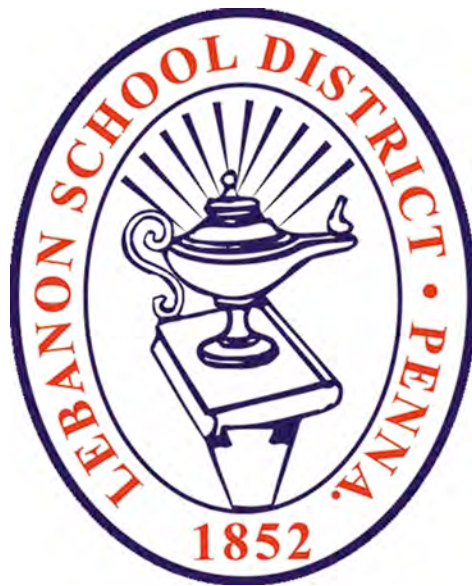


LEBANON SCHOOL DISTRICT

COMPENSATION PLAN FOR ADMINISTRATIVE AND SUPERVISORY EMPLOYEES



JULY 1, 2012

THROUGH

JUNE 30, 2015

In Compliance with Act 93 of 1984, School Code Section 1164

BE IT HEREBY RESOLVED by the Board of School Directors of the Lebanon School

District that in accord with Board Policy 328, Administrative/Supervisory Employees, Compensation, the following Compensation Plan is herein set forth with respect to salaries and fringe benefits of employment of the administrative and supervisory staff employed by the school district.

I. DEFINITIONS

- A. The term "Board" when used hereinafter in this Plan will mean the legally elected representatives of the school district and/or its officially designated representative(s).
- B. The term "Administrative/Supervisory Employees" shall mean Assistant to the Superintendent for Curriculum, Instruction, and Assessment; Director of Special Education; Director of ESOL; Principals; Assistant Principals; Director of Safety & Security (LMS); Director and Assistant Director of Information Management and Technology; Assistant Business Manager; and Director and Assistant Director of Buildings and Grounds.
- C. If any clause, sentence, paragraph or part of the Plan, or the application thereof to any person(s) or circumstances, shall for any reason, be adjudged by a court or competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of the Plan and the application of such provision to other person(s) or circumstances where such other person(s) or circumstances are clearly not affected by the judgment, and shall be confined in its operation to the clause, sentence, paragraph or part thereof, directly involved in the controversy in which such judgment shall have been rendered.

II. DETERMINATION OF JOB VALUE, SALARY MID-POINTS, AND SALARY RANGES

- A. In order to establish internal consistency and equity among administrative/supervisory positions, each position will be ranked using the same set of criteria.
- B. The Board of School Directors shall establish a Dollar Value Per Point which when multiplied by the job value results in salary mid-points reflective of the District's employment market area, cost of living, and ability to pay. Mid-points are determined by "like" positions in Lancaster Lebanon IU13.
- C. Salary ranges for each position shall be determined by establishing the minimum at 80% of the mid-point and the maximum at 120% of the mid-point.
- D. Salary will be calculated based on a twenty-six (26) or twenty-seven (27) pay basis, depending on the calendar year. Pay dates will be every two weeks.

III. DETERMINATION OF SALARY INCREASES AND/OR BENEFIT CHANGES

- A. Each time the Compensation Plan for Administrative and Supervisory Employees is needs to be renewed (which will vary based on the length of the agreement) the Board Personnel Committee shall meet (unless the Board requests that the Superintendent meet on its behalf) and discuss with representatives of the administrative/supervisory team regarding terms and conditions of employment. The Assistant Superintendent for Human Resources and Pupil Services and the Business Manager shall not participate in the meet and discuss process. Upon completion of the meet and discuss process, the Board Personnel Committee shall recommend tentative salary increases and/or benefit changes to the Board. Committee recommendations shall also be reported to the administrative/supervisory team representatives. For the duration of this Plan, the salary increases will be set at 3%, considering where the individual falls in relationship to his or her midpoint, provided the employee receives a satisfactory evaluation. (See attached chart.)

- B. As part of the annual budget development and approval process, the Board shall establish the Dollar Value Per Point and "X" percentage to be used to calculate salary increases. Any changes to benefit provisions shall also be approved as part of the annual budget development and approval process and reflected in this Plan. For the duration of this Plan, the "X" value will be established at 3%.

- C. Administrative and supervisory employees who are employed less than one half year prior to the start of a new fiscal year shall not be eligible for a salary increase until they have completed six (6) months of employment.

IV. BENEFIT PROVISIONS

- A. In addition to the benefits described in this Plan, all employees covered by this Plan shall be granted any additional benefits provided for members of the Lebanon Education Association.

- B. Insurance
 - 1. The Board will pay 100% of the premium for a group term life insurance policy in the amount of one and one-half times the individual's annual salary.

 - 2. The Board will pay 100% of the premium for disability income protection insurance as outlined below:
 - a. 66 2/3 of salary
 - b. Integrated maximum benefit of \$4,000 per month

- c. Accident/Illness: Age 65; the greater of a 60 day waiting period or termination of sick leave and other benefits
 - d. The plan will provide the terms and conditions as stated in the policy purchased by the District.
3. Employees covered by this Plan shall contribute to the cost of healthcare at a rate of 9.5% during the 2012/2013 school year, and 10% during the 2013/2014 and 11% for the 2014/2015 school years (which is the same as the teacher's contract).

C. Sick Leave

1. Employees covered by this Plan who are designated "twelve-month" employees will be granted twelve (12) days of sick leave per year. All other employees covered by this Plan will be granted eleven (11) days of sick leave per year. Unused sick leave shall be accumulative as prescribed by the Pennsylvania Public School Code.

D. Severance Pay

1. Employees covered by this Plan shall be eligible for severance pay at the time of retirement. Severance pay will be provided for employees who intend to retire and submit a letter of resignation prior to the first day of March of the year the retirement is to become effective. Such retirement shall become effective no later than June 30 of the school year in which such notice was given. Severance pay shall be calculated at the rate of \$60.00 per day of unused sick leave. Employees retiring with at least (10) years of administrative experience in the District will receive \$75.00 per day of unused sick leave.

E. Tuition Reimbursement

1. Employees covered by this Plan shall be entitled to tuition payment for approved graduate credits, including those earned while on sabbatical leave, up to a maximum of twelve (12) credits per school year at the actual cost per credit. All credits must be approved by the superintendent designee in advance. Payment will be made in advance of the course being taken provided verification of actual course costs accompanies the pre-approval request. Employees covered by this Plan need to receive a B or better to be eligible for this benefit.

F. Sabbatical Leave

1. Employees covered by this Plan shall be entitled to sabbatical leave in

accordance with the provisions of Board Policy #338, Administrator/Supervisory Employees: Sabbatical Leave.

G. Retirement Benefits

1. The Board agrees to pay to each administrative/supervisory employee who retires under the conditions stated herein, an amount of money as shown below as a retirement benefit.
2. In order to be eligible for a retirement benefit, the employee must meet all of the following requirements:
 - The employee must not have taken a sabbatical leave except for health reasons in the previous fiscal year.
 - The employee must submit her/his retirement notification to the Superintendent of Schools, in writing, prior to the first day of March, or at least 120 days prior to the retirement date, if not at the end of the school year. If death occurs while in service, the 120-day notification will be waived and full retirement will be effective one day prior to death.
 - The employee must have been employed by the Lebanon School District for not less than ten (10) consecutive years immediately preceding the date of retirement. An administrator hired after July 1, 2010 must have ten (10) consecutive years as an administrator in the Lebanon School District immediately preceding the date of retirement to be eligible for this benefit.
 - The employee must have served as an Act 93 employee for a minimum of five years to qualify for the benefit.
 - The retirement must not be subject to Pennsylvania Schools Employees Retirement System (i.e., P.S.E.R.S.) Permanent Disability Retirement provisions or any other disability benefits provided by the district.
 - The employee shall agree in writing that his/her retirement shall not only be a retirement from the Lebanon School District, but from employment in the public schools in the Commonwealth of Pennsylvania, except that the employee will be permitted to work as a substitute in accordance with P.S.E.R.S. regulations.

- The employee must have attained the age of fifty-five (55) and have twenty-five (25) or more years of service in public education as defined by P.S.E.R.S.
 - The employee must agree that the retirement is absolutely voluntary and that the District has taken no discriminatory action based on age.
3. Payments for years of service will be \$1,000 per year of service in the district for all qualifying employees.
 4. Upon retirement the employee is required to receive retirement payout through a 403(b) approved plan provider.
 5. Additional provisions
 - All resignations received for the purpose of retirement shall be final and irrevocable upon submission to the Superintendent of Schools.
 - The retirement payment shall not be used in the calculation of final average salary for annuity calculations.
 - Administrative Employees who have reached at least 30 years in public education during this contract will retain the following benefit: the retired employee's hospitalization, surgical, major medical, and dental and vision insurance coverage will be continued until the s/he reaches age 65 or when medicare benefits begin, whichever date is earlier. This coverage will be provided for the retired employee only. Should the retired employee obtain these coverages by some other means, the district shall no longer be required to provide them.
 - Employees retiring under the provisions noted above may purchase dependent coverage through the district by paying 100% of the cost of such coverage under such rates and terms as shall be provided under contracts by the district's insurance carrier.
 6. Should the legislature enact legislation that changes the present superannuation or normal retirement age in the P.S.E.R.S. code, the provisions noted above shall become null and void.

H. Other benefits

1. All administrative/supervisory personnel employed on a twelve (12) month basis shall be entitled to an annual vacation without loss of pay equivalent to 20 working days to be taken as approved by the superintendent. (Ten

(10) month administrative/supervisory personnel will receive 5 days of vacation annually, which cannot be carried over from year to year.) If an administrator resigns/retires prior to June 30th, vacation days will be pro-rated according to the number of days worked equal to 1.67 days per month. Any vacation days taken that exceed the pro-rated amount will be deducted from the last paycheck(s) received prior to retirement. An employee may not have more than thirty (30) vacation days on record at any given time.

2. The Board will pay dues for membership in professional organizations for each employee included in this Plan to a maximum of \$500.00 per year. All such payments shall be subject to the approval of the superintendent. Professional expenses may be expanded to allow reimbursement of Internet access for home Internet accounts; however, it is understood that affiliation with professional organizations takes precedence, and it is an expectation that administrators keep such affiliations.

V. PERFORMANCE EVALUATION

- A. All employees covered by this Plan shall be evaluated annually in accord with the provisions of Board Policy #313, Administrative/Supervisory Employees: Evaluation of Administrative/Supervisory Employees and the Administrative Evaluation Plan. Satisfactory or better evaluations will result in an increase in salary as outlined in this plan.

WHEN SALARY AS A PERCENTAGE OF MID-POINT IS:

PERFORMANCE RATING	<-----88% INTERVAL/ INCREASE	89%-----95% INTERVAL/ INCREASE	96%---104% INTERVAL/ INCREASE	105%--111% INTERVAL/ INCREASE	112%-----> INTERVAL/ INCREASE
SATISFACTORY	X + 2	X + 1	X	X - 1	X - 2
UNSATISFACTORY	0	0	0	0	0

X-Value = 3% - 2012/2013

Note: Exceptions to this agreement can be made with the recommendation of the superintendent and approval by the Board of School Directors.