

MCGUFFEY SCHOOL DISTRICT

COMPENSATION PLAN FOR SCHOOL ADMINISTRATORS/SUPERVISORS

JULY 1, 2011 – JUNE 30, 2016

PURPOSE

The Board recognizes that administrator/supervisor salaries must be competitive and comparable to administrator salaries paid in the Intermediate Unit 1, as well as consistent with the economic conditions of our School District. The Board also recognizes the necessity of establishing fair and equitable salary progression plans, consistent with performance and economic factors. This Compensation Plan is designed for effective planning, budgeting and clear and consistent career planning on behalf of the administrators/supervisors.

AUTHORITY

The Act of March 10, 1949 (P.L. 30, no.14) of the Public School Code of 1949, as amended (Section 11-1164, Compensation Plans for School Administrators).

DURATION

The Agreement will be in effect from July 1, 2011, through June 30, 2016, with an option of either party to open the Agreement ninety (90) days prior to the end of the fifth year of the Agreement, in writing, to the Superintendent.

COMPENSATION PLAN MEMBERS

The members of the compensation plan include the following positions:

Administrators

1. Principals
2. Assistant Principals
3. Supervisor of Special Education

Supervisors

1. Director of Food Services
2. Director of Transportation and Child Accounting
3. Supervisor of Buildings and Grounds
4. Accounts Manager
5. Athletic Director

RESPONSIBILITY

1. The Superintendent, or his/her designee, as the Board's designated representative, will be responsible for the implementation of this Compensation Plan of the Administrators/ Supervisors.
2. The Superintendent, or his/her designee, will be responsible for evaluating each Administrator's/Supervisor's performance of his/her assigned duties based upon documentation of the goals and objectives obtained during the School Year.
3. The Superintendent or his/her designee will give guidance and direction to the Administrators/Supervisors to assure that the individual's job description is understood and implemented.
4. The Superintendent will be responsible to present the evaluation and documentation to the Board for review.
5. An Administrator will be present at all major building and district events. If an administrator is unclear as to what constitutes a major event the administrator should contact the superintendent or designee.
 - A. Secondary Principals and Assistant Principals or with the Superintendent's prior approval his/her designee will cover, on a rotating basis, scholastic events, athletic events, dramatic productions and musical productions.
 - B. Elementary Principals and Assistant Principals will be present at all functions involving parent and student groups from their respective schools and District events as assigned by the Superintendent or his/her designee. The assignment will be done on a rotating basis.
6. The Director of Transportation and Child Accounting, Director of Food Services, Supervisor of Buildings and Grounds, and Accounts Manager may be assigned to be present at major district events as deemed necessary by the Superintendent or his/her designee.

COMPENSATION AND BENEFITS

1. The Work Year for:
 - A. 12 Month Administrators/ Supervisors shall be 260 days
2. Compensation – Salary Increases
 - A. Each Administrator shall receive an annual increase based on the evaluation criteria in Addendum A.
 - B. Each Supervisor shall receive an annual increase based on the evaluation criteria in Addendum B.
 - C. Each administrator/supervisor shall receive a \$2,000 salary adjustment at the beginning their fifth year of service as an administrator/supervisor in the McGuffey School District.
 - D. Evaluations received during the 2015-2016 school year (the last year of this Compensation Plan shall not entitle the administrator or supervisor to any increase for the 2016-2017 school year (the school year immediately following the last year of this compensation plan). Compensation for the 2016-2017 school year shall be covered by the new compensation Plan.
 - E. Annual increase for the 2011-2012 school year will reflect the final overall rating received by the administrator or supervisor in the June 2011 supervisory conference.
3. Fringe Benefits
 - A. Paid membership in professional organizations not to exceed \$1,000.00 annually.
 - B. Attendance at professional growth conferences. Attendance at not more than one national conference during the length of this Agreement with School Board approval. No more than two (2) Administrators/Supervisors may attend a national conference in the same fiscal year.

- C. Up to \$25.00 towards a physical/medical examination each year (documentation required).
- D. Term Life Insurance shall be purchased in the amount of \$50,000.00 for Administrators and Supervisors from the company of the Board's choosing. In addition to the current life insurance coverage, the Board will purchase a life insurance policy worth a minimum of \$10,000.00 at the time of retirement for each Administrator/Supervisor. The policy will be owned by the School District until the Administrator/Supervisor retires under the PSERS regulations, at which time, the policy will become the property of the retiree.
- E. Twelve-month Administrators/Supervisors shall receive twelve (12) sick days per year, cumulative. All Administrators/Supervisors shall be entitled to use up to three (3) sick days from their accumulated sick leave per year for "family sick days." These "family sick days" shall be used to care for employee's immediate family who shall be defined as the employee's child, spouse, parent, step-parent, adoptive parent, step-child, or anyone with whom the employee makes a home.
- F. All Administrators/Supervisors shall receive three (3) personal/emergency days per year, cumulative to five (5) days. If not used, the days will be converted to sick leave days. No more than three (3) consecutive personal/emergency days may be used at any one time.
- G. Twelve-month Administrators/Supervisors shall receive twenty (20) vacation days per year. Days may be carried over to a maximum of thirty (30) vacation days per year. The vacation year starts September 1st and ends August 31st.

H. *Holidays*

Administrators and Supervisors shall be granted ten (10) legal holidays with full pay as follows:

New Year's Eve	July Fourth	Christmas Eve
New Year's Day	Labor Day	Christmas Day
Good Friday	Thanksgiving Day	
Memorial Day	Day after Thanksgiving	

I. *Sabbatical Leave of Absence*

The sabbatical leave of absence shall be in compliance with the School Code, Sections 1166, 1167, 1168, 1169, 1170, and 1171.

1. Leave for Study – The applicant must supply the district with evidence that he/she has matriculated in a regular program as prescribed by a college or university as a full-time student. Applicants for leave must carry at least nine (9) hours per semester or a total of eighteen (18) hours for the school year.
2. Improvement of Health – A certificate from a licensed physician, psychiatrist, or similar physician that such a leave is necessary. After the leave begins, the professional employee must supply the district with a quarterly report from the physician as to the status of his/her health.
3. Commitment of Employer – At the expiration of the sabbatical leave, the employee shall, unless agreed otherwise, be reinstated in the same position or similar position held at the time of the granting of said leave of absence. Time on a sabbatical leave shall be counted as time on the job for purposes of seniority where applicable in the district, retirement fund payments, and for no other purpose.

4. Compensation – During the period of sabbatical leave, an employee shall be compensated at one-half (1/2) the salary to which the employee would have been entitled had he/she not taken the leave and no other amount. While on leave, the employee shall be entitled to insurance benefits provided other professional employees of a similar class.

J. Leave of Absence for Death in Immediate Family

No deductions shall be made in an employee's annual salary for absences not exceeding four (4) consecutive work days because of death of the employee's child, spouse, or parent. One (1) of these days must be the day of the funeral.

No deductions shall be made in an employee's annual salary for absence not exceeding three (3) days because of death in the employee's immediate family. Members of the immediate family shall be defined as brother, sister, parent-in-law, daughter-in-law, son-in-law, grandmother, grandfather, grandchild, or near relative who resides in the same house, or any person with whom the employee has made his/her home.

K. Leave of Absence for Death of a Near Relative

No deductions shall be made in an employee's annual salary for the absence of one (1) day due to the death of a near relative. A near relative shall be defined as a first cousin, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.

L. Other Leaves

School Code Section 1154 (3). Any Board of School Director may adopt rules and regulations pertaining to the payment of salaries of employees when absent from duty, extending the period of leave with or without pay in excess of that herein provide, or authorizing leaves with pay for other purposes. Unpaid leaves of absence are discouraged. Employees requesting leaves of absence must have prior

School Board approval prior to the requested time for the leave of absence. Denial of a request for an unpaid leave of absence will not be made arbitrarily or capriciously and will be subject to the grievance procedure.

M. Maternity Leaves

Any employee shall be eligible for this leave on the basis of either pregnancy of the natural mother or the adoption of a pre-school age child by the employee. The date of beginning and of termination of this leave shall be at the election of the employee. The School Board may require a physician's statement certifying the date of the beginning and the termination of such leave. McGuffey School District asks for thirty (30) days notice to commence leave; a sixty (60) day notice of termination of such leave. Such leave shall be granted for a period of up to two (2) consecutive full semesters. This is an unpaid leave. No salary shall be paid said employee, nor shall retirement rights accrue during the period of leave. The employee shall be entitled to continued hospitalization coverage in the school district at own expense. Maternity leaves will run concurrent with the Family Medical Leave Act (FMLA).

N. Health, Vision and Dental Insurance

1. Hospitalization Insurance

All employees will be required to enroll in the PPO plan. Employees may remain on the Indemnity plan, but they will be required to pay the difference between the cost of the PPO plan and the cost of the Indemnity plan.

Employees will be required to pay the following:

1. Office visit co-pay of \$15.00/\$30.00
2. Prescription co-pay of \$5.00/\$15.00/\$30.00
3. Emergency room co-pay \$75.00

Prescription co-pays are based on a 34-day supply, with mail order coverage of a 90-day supply for double the co-pay.

There will be an employee premium share deducted from each employees pay on a pre-tax basis. The following is the schedule of monthly premium sharing for those enrolled in the district’s health plan.

<u>School Year</u>	<u>Individual</u>	<u>Other</u>
2011-2012	½% (0.5%) of salary	1% of salary
2012-2013	¾% (0.75%) of salary	1 ¼% (1.25%) of salary
2013-2014	1% of salary	1 ½% (1.50%) of salary
2014-2015	1% of salary	1 ¾% (1.75%) of salary
2015-2016	1% of salary	2% of salary

Each member of the bargaining unit shall be provided an updated description of all health care benefits at least once every two (2) years. Whenever any changes in coverage are provided by the insurance carrier, such changes shall be provided in writing to all members of the bargaining unit as soon as the District is notified of such changes.

2.Dental Insurance

Upon request, the Board will pay for full time employees up to full family coverage towards United Concordia Plan or equivalent. Dental riders (100% UCR) for Prosthetics and Orthodontics are included. Prosthetics: the Board pays 50% of the cost and the Employee pays 50% of the cost. Employee share to be payroll deducted. Orthodontics: The Board will pay 100% of orthodontics rider.

3.Vision Insurance

Upon request, the Board will pay for the full time employees up to full family coverage towards the PSEA Health and Welfare Trust vision care program or its equivalent. The District shall not be responsible for any cost which exceeds \$7.00 per month per employee.

4. Opt-out

The McGuffey School District will pay 50% of the total monthly premium to any employee who elects not to participate in the District's medical, dental and vision benefits plans. The payment will be based on the individual plan only.

Any supervisor/administrator who participates in this benefits buy-out plan will be able to re-enroll into the plan one time during the life of the current agreement which expires on June 30, 2016. Re-enrollment will be accomplished immediately at the request of the employee with no "waiting period" for re-enrollment. An exception to the one-time enrollment limitation would be any life changing event that leaves the employee without health insurance.

Duplicate coverage will not be provided for spouses employed for the McGuffey School District. One employee must take the opt-out provision for healthcare, dental and vision benefit plans. The employee shall have the right to select the healthcare, dental, and vision plans to be covered under on a yearly basis.

- O. Current income protection plan will be continued for the life of this agreement.
- P. After approval by the Superintendent or his/her designee (prior to completion of the course) and the receipt of a passing grade, the District will reimburse up to the maximum graduate tuition rate based on the University of Pittsburgh in the year of the expense. This also includes any credits taken at any other institution, such as the Intermediate Unit. A maximum of twelve (12) credits per year per Administrator/Supervisor may be reimbursed. Forms for such application can be secured from the immediate supervisor.

Reimbursements, after proof of completing the course, will be made in the following month, at the rate that is in effect when the Administrator/Supervisor was first

enrolled in the course. The course of study shall be applicable to the employee's present position.

- Q. Lodging, meals and other reasonable expenses incurred on trips related to School Business shall be paid by the School District upon presentation of properly approved expense accounts. The above is contingent upon approval of the trip in advance by the Board and Board Policy.
- R. Motor Vehicle Allowance shall be reimbursed at the I.R.S. rate for the year involved. The School District may, in some instances, set maximum expenses to be paid by the School District for any specific trip with the excess to be assumed by the individual if he/she chooses to participate.
- S. Administrators/Supervisors will be paid mileage when they are required to travel from the initially assigned building of the day to another building(s). (Mileage will be based on going from initially assigned building of the day and returning to initially assigned building of the day.)
- T. In order to insure no loss of income due to jury service, an Administrator/Supervisor will be compensated for any difference between the amount paid by the United States or Local court and the employee's regular salary. Upon return to work, an employee shall submit to the Business Office the form issued by the Court indicating the payment received.
- U. In compliance with State Law, the Board shall carry the stipulated insurance covering Administrators/Supervisors against injury and occupational disease, which might result from their employment.
- V. Retiring Administrators/Supervisors who are fifty-five (55) or older and who have a minimum of twenty (20) years of service in the McGuffey School District or retiring Administrators/Supervisors at any age who have a total of thirty (30) years of service

(ten [10] of which must be with the McGuffey School District) in the Public School Employees Retirement System will qualify for the following benefits:

The District will pay an amount of \$9,000 a year for eight (8) continuous years. To be eligible for the above benefits the Retiree must:

- Retire under the provisions of the Public School Employees Retirement System
- Notify the Board of his/her retirement six (6) months prior to the effective date of retirement
- Not be eligible for permanent disability retirement

Funds will be deposited in a Health Care Reimbursement Account (“HRA”) program as provided by Tri-Star Systems and offered by Kades-Margolis Corporation. Administrator/supervisor may buy into the District’s insurance plan.

- The School District shall make a non-elective employee contribution to the affected employee’s HRA account as described: \$9,000.00 a year for eight years. The 1st HRA funding will occur at the time of retirement. The remaining seven payments will occur in each succeeding school year during the month of July.
- Eligible group members shall not have a cash option.
- Upon the death of an eligible Plan Member, the spouse and/or dependents of the individual can continue to use the HRA for reimbursement of eligible medical expenses. Eligible medical expenses shall include all medical expenses qualified under Section 213(d) of the Internal Revenue Code. The School District shall continue to make any required payments which would have been made on behalf of the eligible Plan Member, but for his or her death into the HRA account in the future Plan Years for a maximum of eight (8) years.

- If there is no spouse or dependent at the time of the individual's death, the existing HRA funds will be reallocated to the HRA accounts of other plan participants and the School District shall not be required to make any future payments on behalf of the group member.

W. *Payment of Unused Sick Leave on Retirement or Death*

Upon retirement, Administrators/Supervisors shall be entitled to compensation for accumulated sick days at the following rate:

One Hundred (\$100.00) Dollars per day for the first 75 days. All remaining days are to be reimbursed at the rate of \$65.00 per day. The Board must be notified six (6) months prior to the effective date of retirement.

- X. The Board shall contribute to the Administrator's/Supervisor's Board approved tax shelter annuity in the amount of \$1,000 per year. All deposits will be non-elective, employer contribution to a 403(b) with no cash option.