

Millersburg Area School District  
**ADMINISTRATION COMPENSATION PLAN**  
2014-2015

The Millersburg Area School Board adopts the following Administration Compensation Plan pursuant to the State Statutes guidelines provided by the Department of Education and policies established by the Board of Education. The Board recognizes the importance of maintaining an effective management team to strengthen the administration and educational programs of the school and to establish and improve communications, decision-making, conflict resolution, and other relations among the members of the team.

**I. TERM OF COMPENSATION**

This plan is effective July 1, 2014, and shall continue until June 30, 2015.

**II. DEFINITIONS**

The term "Administration" shall include the following positions for the purpose of this plan:

- A. Professional Administrative Positions
  - 1. High School Principal
  - 2. Middle School Principal
  - 3. Elementary School Principal
  - 4. Director of Student Services & Athletics
  - 5. Special Education Supervisor
  - 6. Technology Coordinator
  - 7. Director of Curriculum and Instruction

**III. COMPENSATION PLAN**

Salary increments and related compensation, if granted, for professional administrators have been determined by the application of a percentage/dollar amount of existing salary levels for each position.

These percentages/amounts need not be equal.

**IV. SALARY AND OTHER COMPENSATION**

The following salary amounts shall be effective for the term of this plan. Salary increments, if granted, will be determined by the application of a percentage/dollar amount of existing salaries. Such percentage/amounts need not be the same for each individual. \*New salary levels will be established upon entry into a different position.

High School Principal	\$ _____
Middle School Principal	\$ _____

Elementary School Principal	\$ _____
Special Education Supervisor	\$ _____
Technology Coordinator	\$ _____
Director of Curriculum and Instruction	\$ _____
Director of Student Services&Athletics	\$ _____

*\*Additional salary increases can be awarded at any time at the discretion of the Board.*

**V. MEDICAL BENEFITS**

Hospital, dental and vision insurance benefits shall be as set forth in Article VII (Insurance), Sections A, B, C, and D of the present Professional Negotiations Agreement with the Millersburg Area Education Association, as follows. The School District will pay the full cost of these medical benefits.

A. Medical Insurance

1. PPO

Office Visit Co-Pay

Each member of the Administration is responsible for partial payment of office visit to a doctor. The family doctor office co-pay will be noted as the first printed number. The second number printed will be the office co-pay for a specialist office visit. The third number is the payment that will be incurred if a member makes an emergency hospital visit; however, the fee will be waived if the employee or their dependents are admitted into a hospital. Any rate changes will take effect on the beginning day of the fiscal year, July 1.

TABLE B: Doctor Office Visit Co-Pays

	Family Doctor	Specialist	Urgent Care	Emergency Care
2014-15	\$25.00	\$40.00	\$50.00	\$60.00

2. General Information

- a. In the event a Pennsylvania Public School Health Care Trust, or any other similar Trust or Consortia, is enacted by the Commonwealth of Pennsylvania during the life of this contract, a change to such program will require the approval of the District.
- b. Terms and conditions of coverage are otherwise governed by the Plan Document for the Millersburg Area School District Group Health PPO (as said plan may be amended from time to time), and as otherwise modified or affected by applicable law.

c. Multiple coverage will not be provided for married couples.

### 3. Medical Insurance Opt-out Program

Professional employees who elect not to be covered by the District's medical insurance will be compensated each year with two (2) equal payments, in June and December, with the total amount noted in Table D.

TABLE C: Medical Insurance Opt-out Program

	Amount of Money Given
2014-15	\$2,250

Applications to opt out or opt back in must be made by July 1 of each school year.

New employees will notify the Business Office of their decision to opt out as soon as possible prior to employment. If a new employee opts out of participation of the District's health plan, he/she will be entitled to the year's prorated stipend multiplied by the number of months employed divided by twelve (12) for the remaining months to be paid on the next scheduled payment date.

In emergency situations and loss of benefits elsewhere, an employee will be able to immediately notify the District of his/her intent to opt back into the District's health plan.

If any employee opts to return in an emergency situation and has been paid part of the full bonus to opt out, the bonus will be pro-rated at one-twelfth (1/12) for each month of health benefits that were not used.

Couples working in the district are eligible for the opt-out payment pursuant to the above table and reflecting the contract year.

### B. Mail-In Prescription Drug Program

The District will make available to employees, the prescription drug program currently offered by Capital Blue Cross, or the equivalent. The employees will pay any charges, other than premiums, that are made in connection with said program. Any rate changes will take effect on the beginning day of the fiscal year, July 1.

TABLE D: Mail-In Prescription Co-Pays

	Generic	Brand Name	Custom
2014-15	\$35.00	\$35.00	\$45.00

### C. Vision Insurance

The District shall continue to provide optical coverage for each professional employee under, or equal to, the Capital Blue Cross Vision Program, including dependents of the professional employee.

### D. Dental Insurance

The Board will provide and pay in full for the Basic Dental Program, with Supplementary Coverage, as provided by United Concordia, or the equivalent, for each professional employee.

Dependent coverage shall be provided with the Board and the professional employee each paying one-half of the additional charge beyond individual coverage for this insurance.

The professional employees, at their expense, shall be permitted to add orthodontics, with a lifetime maximum of \$1,500.00 for dependents up to the maximum age allowed by the insurer, to the Basic Dental Program.

### E. Sick Leave

Act 93 employees hired as twelve (12) month employees will receive twelve (12) sick leave days each year and up to five (5) days of their sick leave per contract year can be used for family leave as set forth in Article VI (Leaves of Absences) Section D, of the present Professional Negotiations Agreement with the Millersburg Area Education Association, as follows.

1. Professional Employees shall be entitled to a family leave as provided under the Federal Family Medical Leave Act.
2. A Professional Employee may use five (5) days of their sick leave per contract year to care for a spouse, child, parent, brother, sister, grandchild, mother-in-law, father-in-law, near relative of said employee who resides in the same household of said employee; or any person with whom said employee has made his/her home. A near relative shall be defined as a first cousin, grandmother, grandfather, nephew, niece, aunt, uncle, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or grandparents of the spouse.

## **VI. LIFE INSURANCE**

For each member of the administrative group employed on a 12-month contract, the School District will pay the full cost of the term life insurance with a death benefit in the amount of \$75,000.00. Employees shall be allowed to secure additional coverage under a payroll deduction plan.

## **VII. LEAVE**

A. Bereavement leave shall be as set forth in Article VI (Leaves of Absences), Section E, of the present Professional Negotiations Agreement with the Millersburg Area Education Association, as follows.

Each employee shall be entitled up to five (5) school days leave with pay for absence as a result of the death of a father, mother, son, daughter, husband or wife, and up to three (3) days leave for the death of a brother, sister, grandchild, parent-in-law of said employee, or near relative of said employee who resides in the same household of said employee; or any person with whom said employee has made his/her home. An employee shall be entitled to one (1) school day of leave, with pay, on the day of the funeral of a near relative. A near relative shall be defined as a first cousin, grandmother, grandfather, nephew, niece, aunt, uncle, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or grandparents of the spouse.

B. Vacation days will normally be taken during the summer of each year at a rate of twenty (20) days per year. Unused vacation days may be accumulated from year to year, except that a member of the administrative group hired by the Millersburg Area School District on or after July 1, 2014, may carry over not more than ten (10) days of vacation unused from the then-concluding school year, with any remaining days of unused vacation forfeited.

C. **Special Rule for Vacation Usage in Retirement Year:** A member of the administrative group who submits a letter of intent in compliance with the requirements of Section VIII.B,1 below, shall be entitled to use his/her vacation time in the subsequent year as follows:

1. For a member hired by the Millersburg Area School District on or before June 30, 2014, and who attained at the time of said notice:
  - 20 years or more service within the Millersburg Area School District, up to 60 earned vacation days within the year of retirement; or
  - 15 years or more service within the Millersburg Area School District, up to 45 earned vacation days within the year of retirement; or
  - 10 years or more service within the Millersburg Area School District, up to 30 earned vacation days within the year of retirement.
2. For all other members, up to 20 earned vacation days within the year of retirement.

## **VIII. RETIREMENT PAY**

- A. Retirement pay will be provided as set forth in Article V (Employee Benefits), Section D, Item 1 (this involves payment for unused sick leave days), of the present Professional Negotiations Agreement with the Millersburg Area Education Association, as follows.

Upon retirement, the Board will pay the professional employee Sixty Dollars (\$60.00) per day for each day of accumulated sick leave, up to one hundred twenty-five (125) days.

- B. A member of the administrative group who qualifies for retirement under the rules of the Pennsylvania School Employees Retirement System will be eligible for payment of earned unused vacation days as follows:
1. This benefit requires that the member provide notice to the Board of School Directors of his/her intent to retire not less than 365 days prior to retirement, except that the Board may waive this requirement under unusual or extenuating circumstances.
  2. For a member hired by the Millersburg Area School District on or before June 30, 2014, and who attained at the time of said retirement:
    - 20 years or more service within the Millersburg Area School District, up to 60 earned unused vacation days paid at the per diem rate in effect during the employee's 20<sup>th</sup> year of service within the Millersburg Area School District;
    - 15 years or more service within the Millersburg Area School District, up to 45 earned unused vacation days paid at the per diem rate in effect during the employee's 15<sup>th</sup> year of service within the Millersburg Area School District;
    - 10 years or more service within the Millersburg Area School District, up to 30 earned unused vacation days paid at the per diem rate in effect during the employee's 10<sup>th</sup> year of service within the Millersburg Area School District; or
    - 5 years or more service within the Millersburg Area School District, up to 15 earned unused vacation days paid at the per diem rate in effect during the employee's 5<sup>th</sup> year of service within the Millersburg Area School District.
  3. For a member hired by the Millersburg Area School District on or after July 1, 2014, up to 10 earned unused vacation days paid at the then-current per diem rate.
  4. A member shall be paid at the highest qualifying level applicable under subpart B.1 or B.2, above, only. No such benefit shall stack or accumulate with another benefit level, and any vacation days beyond those paid at the applicable level shall not be subject to a payment. EXAMPLE: a member hired before 6/30/14 with 14 years of service retiring with 46 days of unused vacation shall receive payment for 30 vacation days paid at the member's 10<sup>th</sup> year of service per diem rate, but shall receive no payment for the other 16 days.

- C. A member of the administrative group who resigns employment (i.e., does not qualify for retirement payment under Part B, above), shall be paid upon termination for unused vacation days earned in the current year only (calculated on a pro-rated basis), with payment at 80% of the then-current per diem rate. No vacation days remaining after such payment shall be paid. EXAMPLE: a member hired before 6/30/14 in his/ her 7<sup>th</sup> year of service, who prior to the school year had accumulated 20 unused vacation days, and who resigned at mid-year without having used any vacation days in the current year, would be paid 10 vacation days earned in the current year at 80% of the then current per diem rate, with no payment for the accumulated unused vacation days carried into the school year.
- D. The factor for per diem rate in Parts B and C above is set at 1/242 of the applicable annual salary.
  
- E. Retirement pay will be provided as set forth in Article V (Employee Benefits), Section D, Item 2 (this involves bonus payment for early retirement), of the present Professional Negotiations Agreement with the Millersburg Area Education Association, as follows.

The Board will pay a bonus for early retirement for each professional employee according to the following formula:

30 years of service:	\$10,000.00
31 years of service:	\$8,000.00
32 or more years of service:	\$6,000.00

The method used by the Pennsylvania School Employees Retirement System to determine the number of years for retirement purposes shall be used to determine the number of years for the purpose of paying bonuses referred to above. If the method of determining the number of years produces a fraction, the fraction will be ignored.

**IX. JOB-RELATED EXPENSES**

Travel and other job related expenses will be reimbursed at the mileage rate set as set forth in Article V (Employee Benefits), Section B, of the present Professional Negotiations Agreement with the Millersburg Area Education Association.

**X. COLLEGE CREDIT REIMBURSEMENT**

Full college credit reimbursement will be provided (upon approval of the Superintendent). All fees will be paid the School District upon satisfactory completion of the course. An administrator must repay the District for any earned credits in excess of six (6) if he/she leaves the district within one (1) calendar year from the date of course completion.

**XI. PROFESSIONAL DEVELOPMENT**

It is in the interest of the pupils and School District for administrators to remain current with regard to educational methodology and administrative techniques.

Participation in state conferences, clinics and workshops shall be at the discretion of the administrator with the concurrence of the Superintendent. A verbal or written summarization of the conference highlights will be provided to the Superintendent. Should an administrator leave the District, administrator will pay back to the District all conference costs over \$200 within the year of departure date.

**XII. MEMBERSHIP**

The School District will pay the full cost of two memberships in state/national professional associations at the discretion of the administrator.

**XIII. BENEFIT EXTENSION**

All administrators covered under this agreement will have extended to them any and all additional or improved benefits which become included in the professional employee contract.