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NAI

NORTH ALLEGHENY SCHOOL DISTRICT  
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# Administrative Compensation and Performance Plan

July 1, 2013 through June 30, 2018

# ADMINISTRATIVE COMPENSATION AND PERFORMANCE PLAN

## DEFINITIONS

1. The term Board where used in this Agreement, shall refer to the legally elected or appointed representatives of the North Allegheny School District ("District").

2. The reference to NAAASP includes all middle management positions:

Principal (Elementary, Middle, and Secondary), Assistant Principal, Psychologist\*, Athletic Director, Supervisor, Coordinator, and any other positions as mutually agreed to by the District and Act 93 of the Pennsylvania Public School Code.

\*All but one School Psychologist position will transition to the NAFT collective bargaining agreement during the term of this agreement.

## TERMS OF PLAN

This Plan shall be in effect from July 1, 2013 through June 30, 2018. This Plan will renew annually until a successor plan is implemented. Successor plans shall be implemented after appropriate meet and discuss sessions between representatives of the North Allegheny Association of Administrators and Supervisory Personnel ("NAAASP") and representatives/designees of the Board of School Directors as per meet and discuss guidelines of Act 93 Pennsylvania School Code.

This Plan replaces the Administrative Compensation and Performance Plan dated for 2009 ~ 2015, which is no longer in effect.

## NORTH ALLEGHENY ADMINISTRATIVE PAY PRACTICE PLAN

The North Allegheny Administrative Pay Practice Plan is an appraisal and reward system which acknowledges administrative responsibility for planning, organizing, executing and reviewing appropriate functions of the School District's operation.

It is a realistic response to the need for a pay practice plan which is based on performance and the worth of a position to the organization. It provides for these basic principles:

1. Sound management produces results.
2. Performance must be evaluated.
3. Appraisal facilitates growth.
4. Accountability is essential.
5. Good performance deserves recognition.
6. Poor performance requires a program of improvement.
7. District goals will be attained.

This document outlines the structure and administration of the North Allegheny pay practice plan. This document also provides guidance for appeals on either ratings or job evaluations.

The total administrative compensation plan includes both salary and fringe benefits. This document constitutes the written administrator compensation plan as mandated by PA Act 93 of 1984. The plan will have the following effective dates: July 1, 2013 – June 30, 2018. Prior to the next plan adoption (plan beginning July 1, 2018), amendments to the plan may be approved by the District for inclusion in the successor plan after "meet and discuss" sessions with representatives of NAAASP should such meetings be requested by a majority of its members.

### PLAN STRUCTURE

The structure of the pay practice plan includes five components which are vital to its function:

#### I. JOB DESCRIPTION

- II. JOB EVALUATION
- III. SALARY STRUCTURE
- IV. PERFORMANCE REVIEW & RATING
- V. SALARY ADMINISTRATION

## I. JOB DESCRIPTIONS

Job Descriptions are written statements on the job content for each administrative position in the North Allegheny School District. Job descriptions are not static. They are always subject to review and/or revision. A job review may be initiated by you or by your supervisor. The review may be requested because of additions to, deletions from, or alterations of currently listed responsibilities. The semi-annual meeting with your supervisor to discuss performance provides an opportune time to review your job description, if only to verify its current validity.

A request for a job review should be submitted in writing to your immediate supervisor. It should include a copy of the current job description as well as your specific recommendations for revision. The request will be evaluated by the Performance/Salary Review Committee which is comprised of members of the Executive Council.

## II. JOB EVALUATION

The evaluation of each position is based on an analysis of the job content and responsibilities. The positions are then clustered into pay levels at the recommendation of the Superintendent and the approval of the School Board. A summary of the Superintendent's report will be shared with the NAAASP steering committee not less than one week prior to Board approval of the new salaries.

## III. PERFORMANCE REVIEW & RATING

### A. Components of An Individual's Performance Review:

Each administrator will be responsible for performance in multiple areas. Every individual shall demonstrate competence in the basic duties and responsibilities of the position's job description. Annually, the work plan shall provide opportunities for individual assignment to district-wide action plans as directed by the Strategic Plan.

## B. Performance Review:

It is extremely important for each individual to have a sense of his/her own performance and contribution to the organization. This can only be accomplished through regular communication with your supervisor in order to assess your performance on the expectations of your job description, your accountability for achieving district goals (primary responsibility, supervisory responsibility or support responsibility), and your progress toward meeting your individual objectives.

At least two formal conferences, an interim appraisal and a final appraisal, must be held each year. Other circumstances, such as transfers or leaves of absence during the performance year, dictate additional conferences in order to ascertain the effect on the items being evaluated.

A written notification of performance level will be provided to each individual following the formal, semi-annual conferences. It should be understood that while formal evaluations occur periodically, performance evaluation itself requires a continuing relationship on a day-to-day basis between a supervisor and the people who report to him or her. If your performance is not discussed with you periodically, you should feel free to initiate this type of discussion with your supervisor.

The interim appraisal (individual conference and written evaluation) shall occur prior to February 1 each year. The final appraisal (individual conference, written evaluation, and numeric rating) shall occur prior to July 1 each year. An annual timeline will be provided for each administrator for an appeal period, and for submission to the Board for approval of salary change recommendations.

The provisions of the Act 93 Performance Review and Rating System, including the components of the individual's Performance Review, the Performance Review process/evaluation format and ratings and rating tool will be superseded and replaced by the one mandated by the Commonwealth of Pennsylvania in accordance with the legislative changes to School Code Section 11-1123, 24 P.S. § 11-1123, as amended (Act 82 of 2012). It is expected that this change will become effective with the 2014-2015 school year.

## C. Annual Performance Rating:

The performance ratings of the North Allegheny Administrative Pay Practice Plan are defined as follows:

### Exemplary Performance

Performance of unusual excellence which far exceeds the goals and objectives of the position and which makes a significant impact on the organization. Attainment of this rating signifies accomplishment of a major

initiative and a body of work that greatly enhances the School District. Performance consistently, constantly and successfully exceeds all requirements and expectations for the position. Designation of this overall rating level shall follow the end-of-the-year review of the accomplishments of the individual. In the judgment of the Executive Council supervisor and upon the review of the Executive Council and with the concurrence of the Superintendent, an individual may be nominated for this designation.

#### Highly Effective Performance

Performance which is of consistent high caliber and which frequently exceeds the goals and objectives of the position. Attainment of this rating signifies work that notably furthers organizational goals and contributes beyond primary work objectives. This rating is awarded to the individual whose work demonstrates positive and tangible results on projects and assignments that go above and beyond regular position duties.

#### Effective Performance

Performance which clearly meets and frequently exceeds an individual's goals and objectives. Duties are performed consistently and thoroughly. Performance is characterized with initiative rather than compliance.

#### Performance Needing Improvement

Performance which is satisfactory but at a less-than-expected acceptance level and which will need improvement in designated areas.

#### Unsatisfactory Performance

Performance which is far below expectations and needs improvement to meet current requirements of the position's accountabilities. Performance at this level is considered unsatisfactory and requires a program for improvement. Should unsatisfactory performance continue, some alternate disposition may be required.

The Competency/Productivity rating grid shall be used by supervisors to determine these performance levels: Exemplary, Highly Effective, Effective, Needing Improvement or Unsatisfactory.

### **1. Extenuating Circumstances**

There are circumstances that can develop which alter the annual rating and/or salary adjustment. If there is a change of position during the school year, your annual rating will be determined by prorating the evaluations of the two positions.

If you request a sabbatical leave of absence for an entire year, you will maintain your position in the Salary Ranges and you will receive percentage adjustment for your position. If the sabbatical is for one-half year, you will be evaluated on your achievement during the time worked. You will receive a salary

increase of half the percentage increase for that rating adjustment for the position.

If you work less than a year, your rating may or may not be affected; however, the percentage increase will be prorated based upon that fraction of the year actually worked.

If you are transferred into a position on a temporary basis, there may be no corresponding change in district objectives. This will be determined on an individual basis. If this temporary transfer is to a higher position is longer than a school year, a salary adjustment will be calculated for the beginning of the second year. The salary will be based on the Superintendent's recommendation based on the specific Salary Range.

If you are in a position that is expanded due to the temporary vacancy of an administrator, your immediate supervisor will recommend assistance through the assignment of select duties to other administrators and professional staff. Upon the return of the administrator, or after one semester of the administrator's absence, whichever comes first, your supervisor along with the Superintendent will evaluate your performance during the administrator's absence and may recommend an honorarium to recognize outstanding service and achievement.

If you receive an unsatisfactory rating for any individual evaluation area, your salary adjustment may be lowered or withheld.

## **2. Performance Review Appeal**

An appeal on a performance review should follow the established procedures. These steps are:

- a. Within 10 working days of rating notification, request an oral discussion with your immediate supervisor to attempt to resolve the situation.
- b. The supervisor will submit to you his/her written recommendation including a brief summary of the oral discussion within 5 working days of the discussion.
- c. If the problem remains unresolved, within 10 working days of above receipt, appeal to the Superintendent by submitting a written appeal and copies of all written appeal data to this point of the procedure.
- d. The Superintendent will render a final decision within 5 working days following receipt of appeal or meeting to discuss appeal.

### 3. Performance Needing Improvement

- a. If at any time during the year there is evidence to the supervisor that less than expected performance may be occurring, the supervisor shall confer with the administrator advising that corrective action must be taken immediately.
- b. Corrective action should be formalized in a plan for improvement which should be cooperatively implemented as soon as practical after the conference specified above.
- c. Support will be offered with the plan of improvement.

### IV. SALARY STRUCTURE

North Allegheny has adopted a pay practice plan which is constructed by grouping jobs into various levels.

The levels are as follows:

Level	Positions Include	2013-2014 School Year
3	Director Supervisor	\$120,000 - \$130,000
4	High School Principals Athletic Director	\$120,000 - \$135,000
5	Middle School Principals	\$115,000 - \$125,000
6	Elementary School Principals	\$110,000 - \$120,000
7	Secondary Assistant Principals Coordinator (with experience)	\$100,000 - \$115,000
8	Elementary Asst. Principals (260 day) Coordinator (without experience) Psychologist	\$90,000 - \$100,000
9	Elementary Asst. Principals (216 day)	\$75,000 - \$85,000

Newly created or revised positions will be placed on the appropriate level by the Superintendent with approval from the Board. A reasonable effort will be made by the Superintendent to gather input from NAAASP representation as appropriate.



## V. SALARY ADMINISTRATION

The Board has agreed that guiding principles of its administrative pay practice shall include respect for the individual, fairness and objectivity. To this end, the Board is aware that compression between the salaries of the administrative and instructional staffs may exist and directs that this issue should be monitored and addressed, but within the guidelines of the salary administrative plan.

### A. Individual Salary Increases

Increases to salaries will be based on an individual's performance rating. The Superintendent will make a recommendation to the Board of School Directors for a standard award. This recommendation will be based on competitiveness in relation to the identified School Comparator Group (Appendix A). A standard award will be represented as a percentage increase. Percentage increase to an individual's salary will be based upon the individual's current salary.

The Superintendent shall apply increases for each administrator's performance rating category as delineated below:

Administrator Performance Rating	Standard Award
Exemplary	2 x Standard Award
Highly Effective	1.50 x Standard Award
Effective	1.0 x Standard Award
Needing Improvement	.5 x Standard Award
Unsatisfactory Performance	None

### CONCLUSION

In this document, we have outlined the major components of the North Allegheny Administrative Pay Practices Plan emphasizing that each administrator's salary is determined on an individual basis.

The entire salary plan, beginning with the job descriptions, follows well-defined procedures that are continually reviewed by the District, Executive Council and skilled compensation consultants when necessary to assure fairness and consistency. Because performance evaluation is such a complex area, we are constantly striving to seek ways of improving our plan. The planning guides and salary structures are reviewed annually and are periodically revised to reflect changes in the organization and the economic conditions. The revisions which usually occur by July 1 of each year make our plan flexible and sensitive to economic change and external equity in order to assure that the salaries in the District are appropriate to attract and retain well-qualified administrative employees.

Although salary administration is confidential in nature, there is much information that can be communicated about our pay practices plan and much that you should understand. The School Board recognizes the rights of those in its middle management to meet and discuss pay practice issues with the Board and/or its representative(s) in accordance with provisions of PA Act 93. The management team will work in a cooperative manner to address questions and concerns. If you have questions about the plan, your evaluations or your salary, please do not hesitate to contact either your supervisor or the Director of Human Resources.

**Appendix A:  
Comparator Districts to North Allegheny**

- **Bethel Park**
- **Fox Chapel**
- **Hampton**
- **Mt. Lebanon**
- **Pine-Richland**
- **Upper St. Clair**



## Appendix B: Summary of Benefits

(Administrative Employee ~ Assistant Superintendents, Directors, Supervisors,  
Coordinators, Building Principals, Assistant Principals, and Psychologist)

BENEFIT	PAID BY	DESCRIPTION
Health Insurance Premium Contribution (Medical, Dental and Vision subject to change annually)	The District and the Employee	<ul style="list-style-type: none"> <li>• The Health Insurance Premium Contribution is 10%, effective 8-26-2011; 12% effective August 2013.</li> <li>• The administrative contributions to premium expense will mirror those established through the collective bargaining process with the North Allegheny Federation of Teachers</li> <li>• In a situation of extended absence, the Employee will pay 100% of the Health Insurance monthly premiums effective the 1<sup>st</sup> day of the 7<sup>th</sup> month of absence.</li> </ul>
Medical Insurance Highmark BCBS PPO Plan	The District and the Employee	<p><u>Co-pays</u></p> <ul style="list-style-type: none"> <li>• Physician Office Visit: \$15 copay</li> <li>• Specialist Office Visit: \$25 copay</li> <li>• Emergency Room Visit: \$40 copay (waived if admitted)</li> </ul> <p>Co-pays will mirror those established through the collective bargaining process with the North Allegheny Federation of Teachers.</p> <p><u>Prescription Drug Program:</u></p> <ul style="list-style-type: none"> <li>• \$8 generic copay (formulary and non-formulary)</li> <li>• \$8 formulary brand copay (generic not available)</li> <li>• \$20 non-formulary brand copay (generic not available)</li> <li>• 25% of cost if brand name drug is chosen when a generic drug is available; \$100 maximum per prescription.</li> </ul> <p>Prescription deductibles will mirror those established through the collective bargaining process with the North Allegheny Federation of Teachers.</p>
Voluntary Physical	The District	<ul style="list-style-type: none"> <li>• The District will pay up to \$100.00 in costs associated with a physical examination that exceed the coverages provided by the prevailing health care insurance. This is for examination of the administrators only according to the following frequency schedule:             <ul style="list-style-type: none"> <li>◦ Age 39 and under - every three years</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>o Age 40-49 - every two years</li> <li>o Age 50 and over - each year</li> </ul>
<b>Dental Insurance</b> United Concordia Concordia Flex Plan	The District and the Employee	<ul style="list-style-type: none"> <li>• Comprehensive coverage of dental care services</li> <li>• Option 1: \$500 annual maximum/person</li> <li>• Option 2: \$1,000 annual maximum/person</li> <li>• Option 3: \$2,000 annual maximum/person</li> <li>• Option 4: \$3,000 annual maximum/person</li> <li>• Up to 80% coverage for periodontics or new prosthetics</li> <li>• 50% orthodontic services up to \$3,000 lifetime maximum per individual</li> </ul>
<b>Vision Insurance</b> Highmark-Davis Vision	The District and the Employee	<ul style="list-style-type: none"> <li>• Vision exam, lenses, frames every 24 months; exam and lenses every 12 months for children under 19</li> <li>• \$20 copay program (\$10 for vision exam and \$10 toward total cost of lenses and/or frames)</li> <li>• Copayments do not apply to contacts</li> </ul>
<b>COBRA</b>	The Employee	<ul style="list-style-type: none"> <li>• Under COBRA (Consolidated Budget Reconciliation Act of 1985), enacted by the Federal Government in 1986, you and your covered dependents have the option of extending group health insurance coverage under certain conditions, in accordance with federal law.</li> </ul>
<b>Life Insurance</b> PSBA/Assurant	The District and the Employee	<ul style="list-style-type: none"> <li>• 300% of annual salary to a maximum of \$600,000</li> <li>• Dependent Life Insurance             <ul style="list-style-type: none"> <li>o Spouse - \$5,000</li> <li>o Each Child - \$2,500</li> </ul> </li> </ul>
<b>Long Term Disability Insurance</b> PSBA/Assurant	The District	<ul style="list-style-type: none"> <li>• After 30 days of work-related or non-work-related disability, an employee is eligible to apply for a Long-Term Disability insurance benefit.</li> <li>• 60% of monthly pay subject to a gross maximum schedule amount of \$10,000/month.</li> <li>• The maximum benefit period varies based upon age on the day the period of disability started.</li> <li>• Adjustments after two years.</li> <li>• No loss to sick leave.</li> <li>• Payments coordinated with Workers' compensation, social security and/or disability pension.</li> </ul>
<b>Worker' Compensation</b>	The District	<ul style="list-style-type: none"> <li>• Full salary for first five days of workers' compensation.</li> <li>• All medical expenses submitted to WC and not subject to employee's regular health plan regulations.</li> </ul>

<b>Accidental Death and Dismemberment</b>	The District	<ul style="list-style-type: none"> <li>• 300% of annual salary</li> <li>• Ceases upon retirement</li> <li>• Additional Accidental Death Policy:             <ul style="list-style-type: none"> <li>◦ \$50,000 coverage underwritten by INA</li> <li>◦ Several options for family coverage</li> </ul> </li> </ul>
<b>Liability Insurance</b>	The District	<ul style="list-style-type: none"> <li>• To the extent that the School District is covered (umbrella coverage) as the individual represents the District in matters pertaining to school operations – currently \$5,000,000 coverage.</li> </ul>
<b>Employee Assistance Program (EAP) LifeSolutions</b>	The District	<ul style="list-style-type: none"> <li>• EAP services are available at no cost to you and your household members:             <ul style="list-style-type: none"> <li>◦ Coaching and Counseling (up to three) per concern, in person or by telephone</li> <li>◦ 24/7 Phone Support</li> <li>◦ Referrals to Community Resources</li> <li>◦ WorkLife Services                 <ul style="list-style-type: none"> <li>– <u>personal referrals</u> for child care; adoption; elder care; legal matters; financial counseling; education resources and more</li> <li>– <u>On-line resources</u></li> </ul> </li> </ul> </li> <li>◦ For a full description of EAP services call 1.800.647.3327 or visit <a href="http://www.lifesolutionsforyou.com">www.lifesolutionsforyou.com</a></li> </ul>
<b>Flexible Spending Accounts (Health Care and Dependent Care)</b>	The Employee	<ul style="list-style-type: none"> <li>• An employee has the annual calendar-year option (January 1 – December 31) to participate in a Flexible Spending Account for Health Care and/or Dependent Care, in accordance with federal regulation.</li> </ul>
<b>Vacation Days (260 day employees only)</b>	The District	<ul style="list-style-type: none"> <li>• The amount of vacation days an employee receives on January 1 is based on anticipated continuous years of service anniversary in the 12 months immediately following:             <ul style="list-style-type: none"> <li>◦ Up to 10 years : 20 vacation days (pro-rated first year depending on date of hire)</li> <li>◦ 10 years or more: 25 vacation days</li> </ul> </li> <li>• An Administrative Employee may roll over up to 10 vacation days each year.</li> <li>• Vacation days may be sold back with a Supervisor's approval in November of each year, for up to a maximum of 10 days.</li> <li>• Under Optimum Options, an administrator may pre-sell up to 5 vacation days for the upcoming 12-month period.</li> </ul>
<b>Personal Days</b>	The District	<ul style="list-style-type: none"> <li>• 260 day administrative employees are given three personal days each July 1 of the fiscal year, pro-rated based upon date of hire.</li> <li>• 216 day administrative employees are given three personal days each July 1 of the fiscal year, pro-rated for the date of hire.</li> </ul>

		<ul style="list-style-type: none"> <li>• Administrative Employees may maintain a bank of four personal days in any given year.</li> <li>• Any days beyond the four unused personal days as of June 30 each year will roll over into the Employee's sick bank.</li> <li>• From time to time during the year, administrators are requested to attend weekend (overnight) planning meetings and retreats. These are evaluated on a case by case basis and additional extra duty days are usually granted for attendance.</li> </ul>
<b>Sick Days</b>	The District	<ul style="list-style-type: none"> <li>• 260 day administrative employees are given 15 sick days each July 1 of the fiscal year, pro-rated based upon date of hire.</li> <li>• 216 day administrative employees are given 12 sick days each July 1 of the fiscal year, pro-rated based on date of hire.</li> <li>• Unused sick days as of June 30 each year will roll over and accumulate into the Employee's sick bank with no cap.</li> </ul>
<b>Severance and Terminal Pay</b>	The District	<ul style="list-style-type: none"> <li>• If an Administrative Employee resigns for reasons other than retirement, the Employee receives the full per diem rate for the number of vacation days (days pro-rated if the Employee leaves mid-year) and \$30 per day for the number of sick and personal days (days pro-rated if the Employee leaves mid-year).</li> <li>• If an Administrative Employee retires from the District, they receive the full per diem rate for the number of vacation days (days pro-rated if the Employee retires mid-year) and ½ the per diem rate for the number of sick and personal days (days pro-rated if the Employee retires mid-year).</li> </ul>
<b>Extended Absence</b>	The District and the Employee	<ul style="list-style-type: none"> <li>• If an employee is absent from work for any reason for 18 months and remains unable to return to work, the Employee has the option to return to work, resign or retire.</li> <li>• If the Employee does not exercise one of the options, the District will begin termination of employment proceedings in accordance with the Pennsylvania Public School Code of 1949, as amended.</li> <li>• The Employee will be eligible for health insurance continuation coverage, in accordance with the terms and conditions of COBRA, effective the 1<sup>st</sup> day of the month following the 18<sup>th</sup> month of absence.</li> </ul>
<b>Family Medical Leave Act (FMLA)</b>	The District and the Employee	<ul style="list-style-type: none"> <li>• An employee who takes a bona fide Family</li> </ul>

and Use of Sick Days		and Medical Leave, in accordance with the federal Family and Medical Leave Act of 1993, as amended, and provided that such leave is qualified by the District, is eligible to use his/her accrued but unused sick days for the length of the Family and Medical Leave, not to exceed 12 weeks (counted in work days) - taken consecutive or intermittently - per fiscal year (July 1-June 30).
Bereavement	The District	<ul style="list-style-type: none"> <li>• If an employee is absent from duty because of a death in the Employee's immediate family, there shall be no deduction in said Employee's salary for an absence of three (3) days. The Board may extend the period of absence with pay at its discretion.</li> <li>• Members of the immediate family will be defined as: father; mother; brother; sister; son; daughter; husband; wife; parent-in-law; or near relative who resides in the same household as the Employee or whom the Employee has made his/her home.</li> <li>• If an employee is absent because of the death of a near relative who does not reside in the same household as the Employee or whom the Employee has made his/her home, there shall be no deduction in the salary of said Employee for absence on the day of the funeral. The Board may extend the period of absence with pay at its discretion.</li> <li>• A near relative shall be defined as: first cousin; grandfather; grandmother; grandchild; aunt;; uncle; niece; nephew; son-in-law; daughter-in-law; brother-in-law; and sister-in-law.</li> <li>• If a distance of 250 miles way for travel is required, an extra bereavement day is granted to the individual.</li> </ul>
Jury Duty or Witness Duty on behalf of the District	The District	<ul style="list-style-type: none"> <li>• Any employee who has been called for jury duty or witness duty on behalf of the District shall be compensated by the District the amount of money necessary to equal the difference between the Employee's regular pay and the compensation such Employee received for jury duty. Time spent as a juror shall not be considered time worked for overtime purposes.</li> <li>• An employee excused from jury duty or witness duty on behalf of the District shall report to work at the beginning of his/her next regularly scheduled work day.</li> <li>• The Employee must present proof of service of a jury duty or witness duty on behalf of the district notice or summons and the amount of</li> </ul>



		pay received for such service.
<b>Military Leave (Temporary and Permanent)</b>	The District	<ul style="list-style-type: none"> <li>Per USERRA and the PA Public School Code, any employee who has been called for military duty shall be compensated by the District the amount of money necessary to equal the difference between the Employee's regular pay and the compensation such Employee received for military duty. Time spent on military leave shall not be considered time worked for overtime purposes.</li> <li>An employee excused from military duty shall report to work at the beginning of his/her next regularly scheduled work day.</li> <li>The Employee must present proof of service of a military duty notice or summons and the amount of pay received for such service.</li> </ul>
<b>Credit Unions (see listed)</b>	The Employee	<ul style="list-style-type: none"> <li>There are two credit unions available to North Allegheny School District employees. Please visit their websites and/or contact them for further information regarding services available.</li> </ul> <p><u>Alcose Credit Union</u> 3025 Jacks Run Road (RT. 48) White Oak, PA 15131-2523 412-673-2450 <a href="http://www.alcosecu.com">http://www.alcosecu.com</a></p> <p><u>Riverset Credit Union</u> 1700 Jane Street Pittsburgh, PA 15203 412-488-2525 <a href="http://www.riverset.com">www.riverset.com</a></p>
<b>Retiree Benefits</b>	The District and the Employee	<ul style="list-style-type: none"> <li>If you fully retire under the PSERS system, you may continue your health care benefits to age 65.</li> <li>Retired Administrators pay the same monthly premium contributions as active Administrators.</li> <li>If one opts out of any benefit coverage, he/she may not opt back in.</li> <li>Benefits terminate the first month when a retiree's Medicare becomes effective at age 65; however, a retiree has the option to continue Dental coverage beyond age 65 at the full premium cost.</li> <li>A Medicare advantage program may be purchased through the District.</li> </ul>

		<ul style="list-style-type: none"> <li>At age 65, Life Insurance reduces to a \$10,000 individual policy maintained entirely at the District's expense.</li> </ul>
<b>Pennsylvania Public School Employees' Retirement System "PSERS"</b>	The District and the Employee	<ul style="list-style-type: none"> <li>PSERS defines normal retirement on age and service as follows: <ul style="list-style-type: none"> <li>Any age with at least 35 years' service, OR</li> <li>Age 60 with at least 30 years of service, OR</li> <li>Age 62 with at least one (1) year of service</li> </ul> </li> <li>Subject to the terms and conditions of the Pennsylvania Public School Employees' Retirement System.</li> </ul>
<b>403(b) Retirement Savings Account</b> The Omni Group	The District and the Employee	<ul style="list-style-type: none"> <li>The limits for 403(b) for 2012 are as follows: Base limit of \$17,000; an additional \$5,500* may be contributed if over the age of 50.</li> <li>Additional information and Salary Reduction Agreement forms can be obtained <a href="http://www.omni403b.com">www.omni403b.com</a>. The notice of Universal Availability for 2010 is available by clicking <a href="#">Universal Availability 2010</a>.</li> </ul> <p>*Subject to IRS Regulations</p>
<b>Mileage Reimbursement</b>	The District	<ul style="list-style-type: none"> <li>Annually established by the District in accordance with applicable Internal Revenue Service (IRS) regulations.</li> </ul>
<b>Inclement Weather</b>	The District and the Employee	<ul style="list-style-type: none"> <li>We recognize that weather conditions vary by locale and that inclement weather occurs during certain seasons of the year. The District is committed to maintaining normal operations during periods of inclement weather in order to service our students, community and operations.</li> <li>In the event of severe inclement weather conditions, however, such as extreme snowfall, tornadoes, hurricanes and the like, the decision to maintain normal operations is that of the Superintendent.</li> <li>If the Superintendent determines that a particular building needs to be closed due to severe inclement weather conditions, then you will be paid your regular wages for the full day of the building closing.</li> <li>If the Superintendent determines that a particular building will maintain normal operations but an employee is unable to report to work, he/she is entitled to request the day to be taken as a personal, vacation or unpaid day.</li> </ul>
<b>Holidays</b>	The District	<ul style="list-style-type: none"> <li>There are twelve (12) holidays for administrators. There are eleven (11) holidays</li> </ul>

		<p>for 216 day administrators. These include:</p> <ul style="list-style-type: none"> <li>o New Years Day</li> <li>o Good Friday</li> <li>o Memorial Day</li> <li>o Independence Day (260-Day Administrators Only)</li> <li>o Labor Day</li> <li>o Thanksgiving</li> <li>o Day after Thanksgiving</li> <li>o Christmas</li> <li>o Four (4) days at Superintendent's discretion</li> </ul> <ul style="list-style-type: none"> <li>• Because of the way weekends fall, in certain years there are more than 260 potential work days. In such years equalization days are added to the holiday schedule. Traditionally these may be Easter Monday and/or Thanksgiving Monday.</li> </ul>
<p><b>Graduate Tuition Reimbursement</b></p>	<p>The District</p>	<ul style="list-style-type: none"> <li>• The North Allegheny School District is committed to the support of advanced graduate study to enhance the excellence of the Administrative Staff. To that end, during the term of this plan, the District will reimburse the full cost of tuition and fees to Administrators who successfully complete graduate level coursework under the following guidelines: <ul style="list-style-type: none"> <li>o A. The only credits to be recognized are those taken after appointment as a North Allegheny Administrator and during the term of this agreement. The program and courses must relate to the administration and supervision of educational institutions or specifically relate to the Administrator's specialty (e.g., Special Education).</li> <li>o B. Only graduate credits beyond the Master's Degree will be recognized.</li> <li>o C. Credits must result in a course grade of "B" or above to qualify.</li> <li>o D. A maximum of six (6) credits per semester will qualify for reimbursement.</li> <li>o E. Courses outside of Educational Administration/Supervision/Leadership programs or earned at institutions other than the University of Pittsburgh or Duquesne University will be approved at the discretion of the Superintendent.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>o F. Requests for tuition reimbursement should be in writing along with a paid receipt and an official transcript or grade report.</li> <li>• Additionally, if an Administrator earns a doctoral degree in Educational Administration/Supervision/Leadership during the term of this plan he/she will be granted a one-time \$2,000 award in recognition of the conferral of the degree.</li> <li>• As a condition to receiving tuition reimbursement, the Administrator agrees to continue in the employment of the District for two full school years (July through June) following completion of the coursework for which tuition reimbursement has been made. In the event the Administrator who has received the reimbursement resigns or retires from his/her employment with the District (other than pursuant to a disability retirement through PSERS) during the two-year period required, the Administrator shall return to the District the monies received in accordance with the following schedule: <ul style="list-style-type: none"> <li>• Less than one (1) year service: 100% repayment</li> <li>• One (1) year up to two (2) years' service: 50% repayment</li> </ul> </li> <li>• Illustration: <ul style="list-style-type: none"> <li>o An individual entered a graduate program in the fall of 2009, received reimbursement of \$3,400 at the end of the 2009-2010 year and \$3,400 at the end of the 2010-2011 year. The individual then resigns in the fall of 2011.</li> <li>o 100% repayment of the 2010-2011 reimbursement must be made plus 50% of the 2009-2010 monies. Therefore, the individual would need to repay the District \$5,100.</li> <li>o If the individual resigned in the fall of 2012, 50% of the 2010-2011 reimbursement (\$1,700) would need to be repaid.</li> </ul> </li> </ul>
Professional Membership	The District	<ul style="list-style-type: none"> <li>• District payment for one annual professional membership up to an amount equal to the annual fees for NAESP/PAESP or NASSP/PASSP membership.</li> </ul>

The above benefits, programs and policies are subject to the terms and conditions of the underlying Benefit Plan documents. The cessation or continuation of eligible benefits during active employment, or upon separation of employment, are subject to the respective Benefit Plan terms and conditions.

The North Allegheny School District reserves the right to modify or discontinue any benefit, program, policy or eligibility requirements for participation in any Benefit Plan at any time.

Wherever a Collective Bargaining Agreement or employee Plan is in effect, the applicability of these benefits are subject to the particular Collective Bargaining Agreement or employee Plan. In the event of a conflict between the provision(s) of these benefits and the Collective Bargaining Agreement or employee Plan, the Collective Bargaining Agreement or employee Plan controls.

WITNESS the due execution of this Agreement, this 27th day of June, 2013.

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NORTH ALLEGHENY SCHOOL DISTRICT

BY Maurice H. Grobeider  
President  
Board of School Directors

ATTEST:

Joseph Mary Lynn  
Board Secretary

NORTH ALLEGHENY ASSOCIATION  
OF ADMINISTRATORS AND  
SUPERVISORY PERSONNEL

BY Brenda H. ...  
Act 93 Representative

ATTEST:

[Signature]  
Act 93 Representative