

ACT 93 EVALUATION AND COMPENSATION PLAN



EFFECTIVE DATES

JULY 1, 2014 THROUGH JUNE 30, 2019

**NORTH HILLS SCHOOL DISTRICT
135 SIXTH AVENUE
PITTSBURGH, PA 15229**

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**North Hills School District
135 Sixth Avenue
Pittsburgh, PA 15229**

Act 93 Agreement

Definition of Act 93 Employees - The term "*Act 93 Employees*" shall include positions in three (3) classifications as defined below for the purpose of this plan. Positions listed in each classification may be altered, added, or deleted at the sole discretion of the superintendent:

A. Building Based Leader:

Assistant Middle School Principal
Assistant High School Principal
Elementary Principal
Middle School Principal
High School Principal

B. District Level Directors:

Director of Pupil Services
Director of Athletics and Activities
Director of Communications and Development
Director of Facilities Services
Director of Food Service

C. Act 93 Employees At-Large:

Accounting Manager
Copy Center Coordinator
Activities Coordinator ★
Food Service Manager★

★ work schedule is for 200 workdays or as otherwise directed by administration.

Section A –Building Based Leader

I. Performance Evaluation Criteria

The evaluation process is one in which the appraiser, in joint effort with the employee, assesses the major areas of responsibility in terms of expected results, and uses these results as a means of evaluation using the Pennsylvania Principal Effectiveness System in Act 82 of 2012.

A. Principal Effectiveness Evaluation Process:

1. Principal Effectiveness Evaluator Assessment Rubric
 - a. Observation and Evidence – 50%
 - i. Evaluator Assessment enables the supervisor to examine the strengths and areas of needed improvement for those whom they supervise.
 1. Employee Self – Assessment will be a valuable exercise to assist in the completion of the Observation and Evidence Score.
 - b. Building Level Data - 15%
 - i. Is defined by the School Performance Profile
 - c. Correlation Between Teacher PVAAS scores and Danielson rating – 15%
 - i. Is defined by the PVAAS and growth correlation score
 - d. Elective Data – 20%
 - i. Shall include a portfolio of evidence and written assessment that details successful completion of all areas of the employees job description.
2. At the option of the employee, Building-Based Leaders, with input and approval from the supervisor and Superintendent, may establish up to four (4) goals.

The appraiser and employee should examine the district's goals outlined in the District's Professional Development and Strategic Plans and the Mission and Vision of the District, as well as the employee's individual job performance.

Establishment of goals will be voluntary on the part of the employee, and if the employee chooses not to establish goals, this will not impact the appraiser's evaluation of the employee in any manner.

Should such goals be established, the goals will be initiated by the appraiser in consultation with the employee during the goal-setting meeting in the evaluation cycle. Specific written criteria for assessment of goal completion will also be established at that time and recorded on the Act 93 Goal Achievement Form.

The form will be signed by the employee and appraiser, and will be submitted to the Superintendent for final approval by August 31 of the school year. All Superintendent-approved goals / criteria will be presented to the School Board at a September School Board Meeting.

Goals may be adjusted during the mid-year performance review, but any change to the established goals or additional goals must receive approval of the Superintendent. Written documentation of the accomplishment of goals will be recorded on the same form in May and approved by the appraiser during the end-of-year final evaluation meeting.

B. Performance Rating Scale

1. Ratings –The Educator Effectiveness Act of 2012 includes the use of School Performance Profile Data (SPP) and Correlation Data Based on Teacher Level Measure (PVAAS) to evaluate Principals. This data will not be available until the subsequent October; therefore, Building Based Leaders shall be issued a provisional rating by June 30 of each school year. Final ratings shall be issued to Building Based Leaders after SPP and PVAAS Correlation data is applied to the provisional ratings. The Final Ratings shall be shared with the individual employees prior to the School Board and will be presented to the Board for necessary action by December 30.

2. Provisional and Final Ratings Criteria:

_____ Distinguished – Performance shows High Achievement of instructional leadership in areas of responsibility as demonstrated in the evaluation process. A rating of Distinguished demonstrates high achievement and effective leadership as defined by the Principal Effectiveness Rubric and Act 82 of 2012.

A PROVISIONAL DISTINGUISHED RATING CANNOT BE ACHIEVED. A FINAL DISTINGUISHED RATING MAY BE ATTAINED ONLY AFTER FACTORING IN SCHOOL PERFORMANCE PROFILE DATA AND CORRELATION DATA BETWEEN TEACHER PVAAS SCORES AND TEACHER DANIELSON RATINGS HAVE BEEN CALCULATED.

_____ Proficient – Performance shows attainment of position description areas of responsibility and overall demonstration of leadership and management skills and performance that meets the high standards of the North Hills School District as demonstrated in the evaluation process. A rating of Proficient demonstrates the educator has met the expectations of achievement and effective leadership as defined by the Principal Effectiveness Rubric and Act 82 of 2012.

_____ Needs Improvement – Performance shows deficiencies in attainment of established standards of the position description, and requires improvement in order to meet school district expectations; individual is aware of deficiencies and is motivated to improve. A rating of Satisfactory – Needs Improvement demonstrates the educator has not met the expectations of achievement and effective leadership as defined by the Principal Effectiveness Rubric and Act 82 of 2012.

_____ Unsatisfactory (Failing) – Lack of improvement on previously identified deficiencies or performance demonstrates serious deficiencies in attainment of established standards of the position description. Individual consistently demonstrates poor performance and judgment in meeting school district expectations. A rating of Unsatisfactory demonstrates the educator has serious deficiencies and is failing in their impact on achievement and effective leadership as defined by the Principal Effectiveness Rubric and Act 82 of 2012.

C. Salary

1. A salary range shall be established by the district for each position. For this agreement, this range was based upon the 2013-14 salaries of similar positions in the Tier 1 schools in Allegheny County as defined by the Allegheny Intermediate Unit. This range shall be in effect for the length of this agreement and shall establish a minimum salary, a target salary, and a salary cap (maximum salary). NOTE - Any employee whose salary reaches the salary cap shall not receive compensation beyond the cap without authorization of the Board of Education.

A new employee may be placed within that range dependent upon experience, education or other desirable attributes at the sole discretion of the Superintendent and subject to School Board approval.

Position	Salary Minimum	Salary Target	Salary Cap
Elementary Principal	\$79,503	\$104,347	\$119,254
Middle School Asst. Principal	\$68,905	\$90,437	\$103,357
Middle School Principal	\$82,068	\$107,715	\$123,103
High School Assistant Principal	\$68,986	\$90,544	\$103,479
High School Principal	\$92,967	\$122,019	\$139,450

D. Salary Increase and Ratings

1. Provisional Ratings – Provisional rating salary increases are defined in the table below. Provisional ratings and salary increases are necessary due to the Educator Effectiveness Act of 2012. The School Performance Profile Data (SPP) and Correlation Data Based on Teacher Level Measure (PVAAS) will not be available until the subsequent October; therefore, a Building Based Leader rating increase shall be as follows:

July Salary Adjustments	Below Target	At Target to 105%	106% to 110% above target	111% to 115% above Target	116% above target to Cap	Cap or Above
Provisional Proficient	3.25%	2.50%	2.25%	2.0%	1.75%	SALARY FREEZE
Provisional Needs Improvement	1.50%	0.75%	0.50%	0.25%	SALARY FREEZE	SALARY FREEZE
Provisional Unsatisfactory	SALARY FREEZE	SALARY FREEZE	SALARY FREEZE	SALARY FREEZE	SALARY FREEZE	SALARY FREEZE

2. Final Ratings – Once the district has received the School Performance Profile and the Correlation Data Based on Teacher Level Measure, a Building Based Leader shall receive their final rating for the previous school year and Final Salary Adjustments shall take effect in January, if warranted, based on the following:

January Salary Adjustments Based on Final Rating	Below Target	At Target to 105%	106% to 110% above target	111% to 115% above Target	116% above target to Cap	Cap or Above
Provisional Proficient to Distinguished	+1.75% of previous year salary	+1.75% of previous year salary	+1.75% of previous year salary	+1.75% of previous year salary	+1.75% of previous year salary	+1.75% of previous year salary
Provisional Proficient to Proficient	No Adjustment	No Adjustment	No Adjustment	No Adjustment	No Adjustment	No Adjustment
Provisional Needs Improvement to Proficient	+1.75% of previous year salary	+1.75% of previous year salary	+1.75% of previous year salary	+1.75% of previous year salary	+1.75% of previous year salary	No Adjustment Unless Approved by School Board
Provisional Proficient to Needs Improvement	Salary frozen to previous year's rate until July 1. Remaining pay periods shall reflect the Frozen Rate	Salary frozen to previous year's rate until July 1. Remaining pay periods shall reflect the Frozen Rate	Salary frozen to previous year's rate until July 1. Remaining pay periods shall reflect the Frozen Rate	Salary frozen to previous year's rate until July 1. Remaining pay periods shall reflect the Frozen Rate	Salary frozen to previous year's rate until July 1. Remaining pay periods shall reflect the Frozen Rate	Employee is NOT Eligible for provisional increase the NEXT July 1 Provisional Rating
Provisional Needs Improvement to Needs Improvement	No Adjustment	No Adjustment	No Adjustment	No Adjustment	No Adjustment	No Adjustment
Provisional Needs Improvement to Unsatisfactory	Salary frozen to previous year's rate until December 30. Remaining pay periods shall reflect the Frozen Rate	Salary frozen to previous year's rate until December 30. Remaining pay periods shall reflect the Frozen Rate	Salary frozen to previous year's rate until December 30. Remaining pay periods shall reflect the Frozen Rate	Salary frozen to previous year's rate until December 30. Remaining pay periods shall reflect the Frozen Rate	Salary frozen to previous year's rate until December 30. Remaining pay periods shall reflect the Frozen Rate	Salary frozen to previous year's rate until December 30. Remaining pay periods shall reflect the Frozen Rate
Provisional Unsatisfactory to Needs Improvement	+1.50% of previous year salary	+ .75% of previous year salary	+ .50% of previous year salary	+ .25% of previous year salary	No Adjustment	No Adjustment
Provisional Unsatisfactory to Unsatisfactory	No Adjustment	No Adjustment	No Adjustment	No Adjustment	No Adjustment	No Adjustment

E. Goal Completion Bonus

Should an employee successfully meet a goal based upon the pre-established criteria, the following will be paid a one-time goal bonus by June 30 of the school year:

Goal	Bonus Amount
Goal #1	Up to 0.5% of Salary from Previous School Year
Goal #2	Up to 0.5% of Salary from Previous School Year
Goal #3	Up to 0.5% of Salary from Previous School Year
Goal #4	Up to 0.5% of Salary from Previous School Year
MAXIMUM Bonus Possible	2.0% of Salary from Previous School Year

F. Appeal of Evaluation

Employees who believe that their performance evaluation has been inaccurately assessed shall have an appeal first to the supervisor, next to the Superintendent, and finally to the Board. The Board will have the final decision on all appeals. Appeals must be initiated within a ten-day period of receipt of final evaluation.

G. Cycle of Evaluation and Goal Establishment for Building Based Leaders

The appraisal/compensation timeline will be as follows:

July Provisional rating and Provisional Salary adjustments go into effect.

July Superintendent will establish District goals based on the District's Strategic Plan, Mission and Vision and to align with any federal, state or local initiative.

August	Supervisor meets with the employee and jointly determines annual performance criteria; annual goals and the criteria established for goal achievement, if applicable, will also be determined at this time, and the Act 93 Goal Achievement Form will be approved in preparation to submit to the Superintendent.
August 31	Supervisor submits the Act 93 Goal Achievement Form to the Superintendent for review and approval.
September	All employee goal achievement forms are presented to the School Board.
December	Final Rating from the previous school year is issued.
January	Final Salary Adjustments go into effect.
January	The supervisor meets with the employee for the mid-year performance review. Any change to established goals or establishment of additional goals must receive approval of the Superintendent.
May	The supervisor meets with the employee and the Provisional evaluation is completed.
June	Superintendent presents Provisional ratings and Provisional salary recommendations to Board for any necessary action. Goal bonuses shall be presented to the Board for action.

II. Building based Employee Benefits

A. All Certified Professional Employee shall be entitled to the benefits outlined below:

1. Medical, Dental, and Vision Insurance Programs

Employees shall receive the medical, dental and vision benefits as provided in the NHEA Collective Bargaining Agreement, subject to any change in said benefits. In the event that the employee chooses to waive these medical benefits, he shall be entitled to receive the waiver sum outlined in the NHEA Collective Bargaining Agreement.

2. Life Insurance

The District will provide life insurance at 3 times the base salary. Upon attainment of age 70, eligible life insurance amount will be reduced by 50%.

3. Long-Term Disability Insurance

The District will provide long-term disability insurance coverage in the minimum amount of 60 percent of the monthly salary. Employees must use all accumulated sick leave prior to use of disability insurance benefits. This exempts covered employees from the leave for extended illness or disability section of the NHEA agreement. Employees on long-term disability will remain on district insurance up to nine (9) months during a 12-month period.

4. Worker's Compensation

The district will provide for the difference between the employee's salary and any benefits due or received by the employee from Worker's Compensation. Sick leave may not be used in addition to this benefit. All medical expenses are to be submitted to Worker's Compensation and are not subject to employee's regular health plan regulations.

5. Paid Leave

a) Sick Leave

Employees will receive twelve (12) sick days at the beginning of each fiscal year. These may accumulate with no maximum cap. Each school year, up to three (3) accumulated sick days may be used to care for a sick child, newborn or other member of the employee's immediate family household or an employee's parent who may live outside of the employee's household.

b) Personal/Emergency Leave

Employees will receive three (3) personal days plus one (1) emergency day at the beginning of each fiscal year. All unused days will be converted to sick leave. If a crisis or extreme emergency condition occurs and the employee's entire available personal/emergency leave and family illness days have been

exhausted, the Superintendent has discretion to authorize additional emergency days during one school year.

c) Holidays

Employees will receive fifteen (15) holidays per year at the Superintendent's discretion.

d) Vacation

Employees will earn twenty (20) vacation days per year to use after July 1 of the succeeding year. Vacation time shall be prorated for new employees who have not completed a full year of service on July 1.

In the event vacation days are not used by June 30, the employee will be paid \$125 per unused vacation day up to a maximum of five (5) days. All other unused vacation days will be converted to sick leave.

Vacation days may be taken at any time with the approval of the immediate supervisor and the Superintendent or designee.

Upon separation, all unused and earned vacation days shall be compensated at the employees per diem rate (annual salary/260 = per diem rate)

e) Summer Hours

Employees may schedule their summer work weeks that incorporate 1 workday from home as long as the workweek equals 40 hours per week during the months of June, July, and August as long as the day home does not conflict with student days or teacher workdays. A schedule must be established prior to May 1 of each year and must have the approval of the Superintendent.

f) Bereavement Leave

Whenever an employee shall be absent from work because of the death of his spouse, mother, father, step parent, son, daughter, or step child, there shall be no deduction in wages of said employee for an absence not in excess of nine (9) consecutive calendar days, provided that said consecutive days include the day of the funeral.

Whenever an employee shall be absent from work because of a death in the immediate family of said employee, there shall be no deduction in wages of said employee for an absence not in excess of three (3) consecutive calendar days, provided that said consecutive days include the day of the funeral. Members of the immediate family shall be defined as brother, sister, parent-in-law, son-in-law, daughter-in-law, or near relative who resides in the same household.

Whenever an employee shall be absent from work because of a death of a near relative of said employee, there shall be no deduction in wages of said employee for absence on the day of the funeral. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, nephew, niece, brother-in-law or sister-in-law.

g) Building Based Leaders who work less than 12 months, or 200 workdays as scheduled by the Superintendent, receive the same benefits as 12-month Building Based Leaders with the following exceptions:

1) Sick Leave
None

2) Personal/Emergency Leave
None

3) Vacation Days and Holidays
None.

4) Paid Time Off Days (PTO)
Employees will receive fifteen (15) PTO days at the beginning of each fiscal year. At the end of a fiscal year, unused PTO days shall be converted into the employees accumulated sick day balance.

This PTO allowance includes all sick leave days required to be provided under the PA School Code of 1949 as amended.

6. Professional Development

The District will reimburse employees for actual costs incurred for conferences, workshops or seminars. Application to attend such professional meetings must be approved by the Superintendent or his designee and the employee's immediate supervisor. Employees may request to attend any number of conferences but may be limited by specified factors or considerations and be subject to procedures and policies of the district.

7. Association Dues

Employees will be entitled to up to \$600 per year paid to local, state and national associations that are directly related to job responsibilities and authorized by the employee's supervisor.

8. Retirement Benefits

a) Employees who retire under the PSERS system shall be eligible for the following:

- 1) All health-related and life insurance coverage with the District paying 90% of the entire premium for individual health, dental and vision coverage in effect on the date of retirement or the option to purchase family coverage at 60% of the premium cost until the employee is eligible for Medicare or other government-sponsored health insurance program.
- 2) Employees shall receive \$50 for each unused sick day not to exceed \$7500 unless the district receives a letter of intent to retire at least 365 calendar days prior to retirement at which time the cap shall be eliminated. Said notice requirement may be waived by the Board of Directors.
- 3) Longevity Incentive - Employees who have 10 or more years of administrative service with North Hills School District shall receive \$650 for each year of administrative service to the North Hills School District not to exceed \$7500 unless the district receives a letter of intent to retire at least 365 calendar days prior to retirement at which time the cap shall be eliminated. Said notice requirement may be waived by the Board of Directors.

9. Tuition Reimbursement Policy

Employees who complete graduate level credits approved by the superintendent will qualify for educational incentive awards. These credits must be in education or in a related field of job performance and must be taken at accredited colleges or universities approved in advance by the superintendent.

- a) Only credits beyond the first Master's Degree will be recognized.
- b) Credits must result in a course grade of "B" or better to qualify. If a letter grade is not used, "pass" or "satisfactory" grades are to be recognized.
- c) All credits must be verified through official transcripts provided to Central Administration.
- d) The District shall reimburse the employee annually at the rate of 90% of the cost of credits that satisfy the above stipulations.
- e) Employees must continue their employment for a period of three years after completion of the credits or must repay the district for the reimbursed tuition for courses completed within that three-year period unless otherwise authorized by the Board of School Directors.

Section B – District Level Director

I. Performance Evaluation Criteria

The appraisal process is one in which the appraiser, in joint effort with the employee, assesses the major areas of responsibility in terms of expected results, and uses these results as a means of evaluation in combination with the Pennsylvania School Performance Profile.

In addition, at the option of the employee, the appraiser, with input from the employee, may establish up to four (4) goals. The appraisal process involves the following steps:

1. Evaluator Assessment
2. Self-Assessment
3. Written assessment of successful completion of all areas of the employee's job description;
4. Interim progress meeting;
5. End-of-year appraisal.

The evaluator will use the elements listed under the Evaluation Criteria. Whenever an Employee is rated unsatisfactory or needs improvement, the evaluator will list areas of deficiency and develop an improvement plan.

A. Evaluation Criteria

1. Evaluator Assessment

Evaluator Assessment enables the supervisor to examine the strengths and areas of needed improvement for those whom they supervise.

2. Self-Assessment

Self-assessment enables the employee to examine his/her strengths and to build on those strengths. In addition, it should enable the employee to identify specific areas that need to be improved and recommendations to address these areas.

The employee will develop and maintain a portfolio using the Artifacts and Evidence of performance. This portfolio will serve as a vehicle for demonstrating accomplishments and evaluate performance while illustrating areas of change and growth.

3. Position Description

Employees will be responsible for meeting all expectations as listed in their position description. Position descriptions will be evaluated by the supervisor through a prescribed written summary.

4. Individual Goals

The appraiser and employee should examine the district's goals outlined in the District's Professional Development and Strategic Plans and the Mission and Vision of the District, as well as the employee's individual job performance.

From this review, the appraiser, with input from the employee, will determine up to four (4) goals to be accomplished during the school year. Establishment of goals will be voluntary on the part of the employee, and if the employee chooses not to establish goals, this will not impact the appraiser's evaluation of the employee in any manner.

Should such goals be established, the goals will be initiated by the appraiser in consultation with the employee during the goal-setting meeting in the evaluation cycle. Specific written criteria for assessment of goal completion will also be established at that time and recorded on the Act 93 Goal Achievement Form.

The form will be signed by the employee and appraiser, and will be submitted to the Superintendent for final approval by August 31 of the school year. All Superintendent-approved goals / criteria will be presented to the School Board at a September School Board Meeting.

Goals may be adjusted during the mid-year performance review, but any change to the established goals or additional goals must receive approval of the Superintendent. Written documentation of the accomplishment of goals will be recorded on the same form in May and approved by the appraiser during the end-of-year final evaluation meeting.

B. Performance Rating Scale

_____ Proficient – Performance shows attainment of position description areas of responsibility and overall demonstration of leadership and management skills and performance that meets the high standards of North Hills School District

_____ Needs Improvement –Performance shows deficiencies in attainment of established standards of the position description, and requires improvement in order to meet school district expectations; individual is aware of deficiencies and is motivated to improve.

_____ Unsatisfactory (Failing) –Lack of improvement on previously identified deficiencies or performance demonstrates serious deficiencies in attainment of established standards of the position description. Individual consistently demonstrates poor performance and judgment in meeting school district expectations.

C. Salary Determination

A salary range shall be established by the district for each position. For this agreement, this range was based upon the 2013-14 salaries of similar positions in the Tier 1 schools in Allegheny County as defined by the Allegheny Intermediate Unit. This range shall be in effect for the length of this agreement and shall establish a minimum salary, a target salary, and a salary cap (maximum salary).

A new employee will be placed within that range dependent upon experience, education or other desirable attributes at the sole discretion of the Superintendent and subject to School Board approval.

D. Salary Range

Each year's salary increase is determined in part by the evaluation rating using the formulas defined in the Salary Increase Formulas below. NOTE - Any employee whose salary reaches the salary cap shall not receive compensation beyond the cap without authorization of the Board of Education.

E. Salary Targets

Position	Salary Minimum	Salary Target	Salary Cap
Director of Pupil Service	\$85,053	\$111,633	\$127,580
Director of Athletics and Activities	\$76,674	\$100,634	\$115,011
Director of Facilities	\$70,029	\$91,913	\$105,043
Director of Communications and Development	\$59,604	\$78,230	\$89,406
Director of Food Service	\$59,920	\$78,645	\$89,880

F. Salary Increase

July Salary Adjustments	Below Target	At Target to 105%	106% to 110% above target	111% to 115% above Target	116% above target to Cap	Cap or Above
Proficient	3.25%	2.50%	2.25%	2.0%	1.75%	SALARY FREEZE
Needs Improvement	1.50%	0.75%	0.50%	0.25%	SALARY FREEZE	SALARY FREEZE
Unsatisfactory	SALARY FREEZE	SALARY FREEZE	SALARY FREEZE	SALARY FREEZE	SALARY FREEZE	SALARY FREEZE

G. Goal Completion Bonus

Should an employee successfully meet a goal based upon the pre-established criteria, the following will be paid a one-time goal bonus by June 30 of the school year:

Goal	Bonus Amount
Goal #1	Up to 0.5% of Salary from Previous School Year
Goal #2	Up to 0.5% of Salary from Previous School Year
Goal #3	Up to 0.5% of Salary from Previous School Year
Goal #4	Up to 0.5% of Salary from Previous School Year
MAXIMUM Bonus Possible	2.0% of Salary from Previous School Year

H. Appeal of Evaluation

Employees who believe that their performance evaluation has been inaccurately assessed shall have an appeal first to the supervisor, next to the Superintendent, and finally to the Board. The Board will have the final decision on all appeals. Appeals must be initiated within a ten-day period of final evaluation.

I. Cycle of Evaluation and Goal Establishment

The appraisal/compensation timeline will be as follows:

July	Salary adjustments go into effect.
July	Superintendent will establish District goals based on the District's Strategic Plan, Mission and Vision and to align with any federal, state or local initiative.
August	Supervisor meets with the employee and jointly determines annual performance criteria; annual goals and the criteria established for goal achievement, if applicable, will also be determined at this time, and the Act 93 Goal Achievement Form will be approved in preparation to submit to the Superintendent.
August 31	Supervisor submits the Act 93 Goal Achievement Form to the Superintendent for review and approval.
September	All employee goal achievement forms, where applicable, are presented to the School Board.
January	The supervisor meets with the employee for the mid-year performance review. Any change to established goals or establishment of additional goals must receive approval of the Superintendent.

May	The supervisor meets with the employee and the final evaluation is completed.
June	Superintendent presents ratings and salary recommendations to Board for any necessary action.

II. Benefits

A. District Level Director Benefits

All District Level Directors shall be entitled to the benefits outlined below:

1. Medical, Dental, and Vision Insurance Programs

Employees shall receive the medical, dental and vision benefits as provided in the NHEA Collective Bargaining Agreement, subject to any change in said benefits. In the event that the employee chooses to waive these medical benefits, he shall be entitled to receive the waiver sum outlined in the NHEA Collective Bargaining Agreement.

2. Life Insurance

The District will provide life insurance at 3 times the base salary. Upon attainment of age 70, eligible life insurance amount will be reduced by 50%.

3. Long-Term Disability Insurance

The District will provide long-term disability insurance coverage in the minimum amount of 60 percent of the monthly salary. Employees must use all accumulated sick leave prior to use of disability insurance benefits. This exempts covered Act 93 employees from the leave for extended illness or disability section of the NHEA agreement. Employees on long-term disability will remain on district insurance up to nine (9) months during a 12-month period.

4. Worker's Compensation

The district will provide for the difference between the employee's salary and any benefits due or received by the employee from Worker's Compensation. Sick leave may not be used in addition to this benefit. All medical expenses are to be submitted to Worker's Compensation and are not subject to employee's regular health plan regulations.

5. Paid Leave

a) Sick Leave

Employees will receive twelve (12) sick days at the beginning of each fiscal year. These may accumulate with no maximum cap. Each school year, up to three (3) accumulated sick days may be used to care for a sick child, newborn or other member of the employee's immediate family household or an employee's parent who may live outside of the employee's household.

b) Personal/Emergency Leave

Employees will receive three (3) personal days plus one (1) emergency day at the beginning of each fiscal year. All unused days will be converted to sick leave. If a crisis or extreme emergency condition occurs and the employee's entire available personal/emergency leave and family illness days have been exhausted, the Superintendent has discretion to authorize additional emergency days during one school year.

c) Holidays

Employees will receive fifteen (15) holidays per year at the Superintendent's discretion.

d) Vacation

Employees will earn twenty (20) vacation days per year to use after July 1 of the succeeding year. Vacation time shall be pro-rated for new employees who have not completed a full year of service on July 1.

In the event vacation days are not used by June 30, the employee will be paid \$125 per unused vacation day up to a maximum of five (5) days. All other unused vacation days will be converted to sick leave.

Vacation days may be taken at any time with the approval of the immediate supervisor and the Superintendent or designee.

e) Summer Hours

Employees may schedule their summer work weeks that incorporate 1 workday from home as long as the workweek equals 40 hours per week during the months of June, July, and August as long as the day home does not conflict with student days or teacher workdays. A schedule must be established prior to May 1 of each year and must have the approval of the Superintendent.

f) Bereavement Leave

Whenever an employee shall be absent from work because of the death of his spouse, mother, father, step parent, son, daughter, or step child, there shall be no deduction in wages of said employee for an absence not in excess of nine (9) consecutive calendar days, provided that said consecutive days include the day of the funeral.

Whenever an employee shall be absent from work because of a death in the immediate family of said employee, there shall be no deduction in wages of said employee for an absence not in excess of three (3) consecutive calendar days, provided that said consecutive days include the day of the funeral. Members of the immediate family shall be defined as brother, sister, parent-in-law, son-in-law, daughter-in-law, or near relative who resides in the same household.

Whenever an employee shall be absent from work because of a death of a near relative of said employee, there shall be no deduction in wages of said employee for absence on the day of the funeral. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, nephew, niece, brother-in-law or sister-in-law.

6. Professional Development

The District will reimburse employees for actual costs incurred for conferences, workshops or seminars. Application to attend such professional meetings must be approved by the Superintendent or his designee and the employee's immediate supervisor. Employees may request to attend any number of conferences but may be limited by specified factors or considerations and be subject to procedures and policies of the district.

7. Association Dues

Employees will be entitled to up to \$600 per year paid to local, state and national associations that are directly related to job responsibilities and authorized by the employee's supervisor.

8. Retirement Benefits

a) Employees who retire under the PSERS system shall be eligible for the following:

- 1) All health-related and life insurance coverage with the District paying 90% of the entire premium for individual health, dental and vision coverage in effect on the date of retirement or the option to purchase family coverage at 60% of the premium cost until the employee is eligible for Medicare or other government-sponsored health insurance program.
- 2) Employees shall receive \$50 for each unused sick day not to exceed \$7500 unless the district receives a letter of intent to retire at least 365 calendar days prior to retirement at which time the cap shall be eliminated. Said notice requirement may be waived by the Board of Directors.
- 3) Longevity Incentive - Employees who have 10 or more years of administrative service with North Hills School District shall receive \$650 for each year of administrative service to the North Hills School District not to exceed \$7500 unless the district receives a letter of intent to retire at least 365 calendar days prior to retirement at which time the cap shall be eliminated. Said notice requirement may be waived by the Board of Directors.

9. Tuition Reimbursement Policy – Post Master's Degree

Employees who complete graduate level credits approved by the superintendent will qualify for educational incentive awards. These credits must be in education or in a related field of job performance and must be taken at accredited colleges or universities approved in advance by the superintendent.

a) Only credits beyond the first Master's Degree will be recognized.

- b) Credits must result in a course grade of “B” or better to qualify. If a letter grade is not used, “pass” or “satisfactory” grades are to be recognized.
- c) All credits must be verified through official transcripts provided to Central Administration.
- d) The District shall reimburse the employee annually at the rate of 90% of the cost of credits that satisfy the above stipulations.
- e) Employees must continue their employment for a period of three years after completion of the credits or must repay the district for the reimbursed tuition for courses completed within that three-year period unless otherwise authorized by the Board of School Directors.

10. Tuition Reimbursement - Other Courses

Employees who complete technical school, undergraduate or graduate level credits approved by the superintendent will qualify for educational incentive awards. These credits must be in education or in a related field of job performance and must be taken at accredited colleges/schools or universities approved in advance by the superintendent.

- a) Credits must result in a course grade of “B” or better to qualify. If a letter grade is not used, “pass” or “satisfactory” grades are to be recognized.
- b) All credits must be verified through official transcripts provided to Central Administration.
- c) The District shall reimburse the employee annually at the rate of 50% of the cost of credits that satisfy the above stipulations.
- d) Employees must continue their employment for a period of five years after completion of the credits or must repay the district for the reimbursed tuition for courses completed within that five-year period unless otherwise authorized by the Board of School Directors.
- e) Employees may be reimbursed for no more than nine (9) credits or three (3) courses taken during one fiscal year (July 1 through June 30).

Section C – Act 93 Employees At-Large

I. Performance Evaluation Criteria

The appraisal process is one in which the appraiser, in joint effort with the employee, defines major areas of responsibility in terms of expected results, and uses these results as a means of evaluation. The appraisal process involves the following steps:

1. Self-appraisal which may include portfolio documentation;
2. Written assessment of successful completion of all areas of the employee's job description;
3. Interim progress meeting;
4. End-of-year appraisal.

The evaluator will use the elements listed under the Evaluation Criteria. Whenever an Employee is rated as needs improvement, the evaluator will list areas of deficiency and develop an improvement plan.

Employee rated as Unsatisfactory shall receive no salary increase and may be subject to termination proceedings

A. Evaluation Criteria

1. Self-Appraisal

Self-appraisal should enable the employee to examine his/her strengths and to build on those strengths. In addition, it should enable the employee to identify specific areas that need to be improved and recommendations to address these areas.

The employee may choose to develop and maintain a portfolio for self-appraisal purposes. This portfolio may serve as a vehicle for demonstrating accomplishments. This portfolio documentation will help to evaluate performance while also illustrating areas of change and growth.

2. Position Description

Employees will be responsible for meeting all expectations as listed in their position description. Position descriptions will be evaluated by the supervisor through a prescribed written summary.

B. Performance Rating Scale

_____ Meets Expectations – Performance shows attainment of position description areas of responsibility and overall demonstration of leadership and management skills and performance that meets the high standards of North Hills School District.

_____ Needs Improvement – Performance shows deficiencies in attainment of established standards of the position description, and requires improvement in order to meet school district expectations; individual is aware of deficiencies and is motivated to improve.

_____ Unsatisfactory – Performance demonstrates serious deficiencies in attainment of established standards of the position description. Individual consistently demonstrates poor performance and judgment in meeting school district expectations.

C. Salary Determination and Range

A salary range shall be established by the district for each Act 93 At-Large position. The range shall establish a minimum salary and a salary cap (maximum salary). NOTE - Any employee whose salary reaches the salary cap shall not receive compensation beyond the cap without authorization of the Board of Education.

A new employee will be placed within that range dependent upon experience, education or other desirable attributes at the sole discretion of the Superintendent and subject to School Board approval.

Position	Salary Minimum	Salary Cap
Accounting Manager	\$56,000	\$82,500
Activities Coordinator	\$30,000	\$52,500
Copy Center Manager	\$30,000	\$52,500
Food Service Manager	\$30,000	\$52,500
Food Service Manager	\$30,000	\$52,500

D. Salary Increase Table

NOTE - Any employee whose salary reaches the salary cap shall not receive compensation beyond the cap without authorization of the Board of Education.

Increase Effective on:	% Increase for Meets Expectations Ratings	% Increase For Needs Improvement Rating	Unsatisfactory Performance Rating
July 1, 2015	2.3%	Not to exceed 1.00%	No increase
July 1, 2016	2.3%	Not to exceed 1.00%	No increase
July 1, 2017	2.3%	Not to exceed 1.00%	No increase
July 1, 2018	2.3%	Not to exceed 1.00%	No increase
July 1, 2019	2.3%	Not to exceed 1.00%	No increase

E. Appeal of Evaluation

Employees who believe that their performance evaluation has been inaccurately assessed shall have an appeal first to the supervisor, next to the Superintendent, and finally to the Board. The Board will have the final decision on all appeals. Appeals must be initiated within a ten-day period of final evaluation.

F. Cycle of Evaluation

The appraisal/compensation timeline will be as follows:

July	Salary adjustments go into effect.
July	Superintendent will establish District goals based on the District's Strategic Plan, Mission and Vision and to align with any federal, state or local initiative.
January	The supervisor meets with the Act 93 employee for the mid-year performance review.
May	The supervisor meets with the Act 93 employee and the final evaluation is completed.
June	Superintendent presents ratings and salary recommendations to Board for any necessary action.

II. Benefits

A. All Act 93 At-Large Employees shall be entitled to the benefits outlined below:

1. Medical, Dental, and Vision Insurance Programs

All Act 93 At-Large Employees shall receive the medical, dental and vision benefits as provided in the NHEA Collective Bargaining Agreement, subject to any change in said benefits. In the event that the employee chooses to waive these medical benefits, he shall be entitled to receive the waiver sum outlined in the NHEA Collective Bargaining Agreement.

2. Life Insurance

The District will provide life insurance at 3 times the base salary. Upon attainment of age 70, eligible life insurance amount will be reduced by 50%.

3. Long-Term Disability Insurance

The District will provide long-term disability insurance coverage in the minimum amount of 60 percent of the monthly salary. Employees must use all accumulated sick leave prior to use of disability insurance benefits. This exempts covered employees from the leave for extended illness or disability section of the NHEA agreement. Employees on long-term disability will remain on district insurance up to nine (9) months during a 12-month period.

4. Worker's Compensation

The district will provide for the difference between the employee's salary and any benefits due or received by the employee from Worker's Compensation. Sick leave may not be used in addition to this benefit. All medical expenses are to be submitted to Worker's Compensation and are not subject to employee's regular health plan regulations.

5. Paid Leave

a) Sick Leave

Employees will receive twelve (12) sick days at the beginning of each fiscal year. These may accumulate with no maximum cap. Each school year, up to three (3) accumulated sick days may be used to care for a sick child, newborn or other member of the

employee's immediate family household or an employee's parent who may live outside of the employee's household.

b) Personal/Emergency Leave

Employees will receive three (3) personal days plus one (1) emergency day at the beginning of each fiscal year. All unused days will be converted to sick leave. If a crisis or extreme emergency condition occurs and the employee's entire available personal/emergency leave and family illness days have been exhausted, the Superintendent has discretion to authorize additional emergency days during one school year.

c) Holidays

Employees will receive fifteen (15) holidays per year at the Superintendent's discretion.

d) Vacation Days

Employees will earn twenty (20) vacation days per year to use after July 1 of the succeeding year. Vacation time shall be pro-rated for new employees who have not completed a full year of service on July 1.

In the event vacation days are not used by June 30, the employee will be paid \$125 per unused vacation day up to a maximum of five (5) days. All other unused vacation days will be converted to sick leave.

Vacation days may be taken at any time with the approval of the immediate supervisor and the Superintendent or designee.

Upon separation, all unused and earned vacation days shall be compensated at the employees per diem rate (annual salary/260 = per diem rate)

e) Bereavement Leave

Whenever an employee shall be absent from work because of the death of his spouse, mother, father, step parent, son, daughter, or step child, there shall be no deduction in wages of said employee for an absence not in excess of nine (9) consecutive calendar days, provided that said consecutive days include the day of the funeral.

Whenever an employee shall be absent from work because of a death in the immediate family of said employee, there shall be no deduction in wages of said employee for an absence not in excess of three (3) consecutive calendar days, provided that said consecutive days include the day of the funeral. Members of the immediate family shall be defined as brother, sister, parent-in-law, son-in-law, daughter-in-law, or near relative who resides in the same household.

Whenever an employee shall be absent from work because of a death of a near relative of said employee, there shall be no deduction in wages of said employee for absence on the day of the funeral. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, nephew, niece, brother-in-law or sister-in-law.

f) Act 93 At-Large Employees who work less than 12 months, or 200 workdays as scheduled by the Superintendent, receive the same benefits as 12-month Act 93 At-Large Employees with the following exceptions:

- 1) Sick Leave
None
- 2) Personal/Emergency Leave
None
- 3) Vacation Days
None.
- 4) Paid Time Off Days (PTO)
Employees will receive twelve (12) PTO days at the beginning of each fiscal year. At the end of a fiscal year, unused PTO days shall be converted into the employees accumulated sick day balance

This PTO allowance includes all sick leave days required to be provided under the PA School Code of 1949 as amended.

6. Retirement Benefits

A. Employees who retire under the PSERS system shall be eligible for the following:

- 1) All health-related and life insurance coverage with the District paying 90% of the entire premium for individual health, dental and vision coverage or the option to purchase family coverage at 60% of the premium cost until the employee is eligible for Medicare or other government-sponsored health insurance program.
- 2) Compensation for each unused sick day will be made under the following schedule up to a maximum payment of \$7,500.

Sick Day Program

<u>Up to</u> - \$39,999	\$30/day
\$40,000 - \$49,999	\$40/day
\$50,000 - \$69,999	\$45/day
\$70,000 or above	\$50/day

- 3) Employees who have fifteen (15) or more years of Act 93 service with North Hills School District shall receive compensation for each year of such service under the following schedule up to a maximum payment of \$12,500.

Salary at Date of Separation	
Up to \$39,999	\$375
\$40,000 - \$44,999	\$400
\$45,000 - \$49,999	\$425
\$50,000 - \$54,999	\$450
\$55,000 - \$59,999	\$475
\$60,000 - \$69,999	\$500
\$70,000 - \$79,999	\$525
\$80,000 and above	\$550

9. Tuition Reimbursement - Post Master's Degree

Employees who complete Post Master's or graduate level credits approved by the superintendent will qualify for educational incentive awards. These credits must be in education or in a related field of job performance and must be taken at accredited colleges or universities approved in advance by the superintendent.

- a) Only credits beyond the first Master's Degree will be recognized.
- b) Credits must result in a course grade of "B" or better to qualify. If a letter grade is not used, "pass" or "satisfactory" grades are to be recognized.
- c) All credits must be verified through official transcripts provided to Central Administration.
- d) The District shall reimburse the employee annually at the rate of 75% of the cost of credits that satisfy the above stipulations.
- e) Employees must continue their employment for a period of five years after completion of the credits or must repay the district for the reimbursed tuition for courses completed within that five-year period unless otherwise authorized by the Board of School Directors.

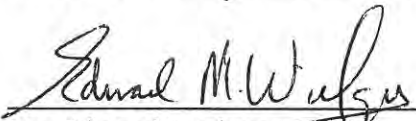
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Employees who complete technical school, undergraduate or graduate level credits approved by the superintendent will qualify for educational incentive awards. These credits must be in education or in a related field of job performance and must be taken at accredited colleges/schools or universities approved in advance by the superintendent.

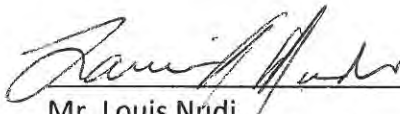
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- b) All credits must be verified through official transcripts provided to Central Administration.


- c) The District shall reimburse the employee annually at the rate of 50% of the cost of credits that satisfy the above stipulations.
- d) Employees must continue their employment for a period of five years after completion of the credits or must repay the district for the reimbursed tuition for courses completed within that five-year period unless otherwise authorized by the Board of School Directors.
- e) Employees may be reimbursed for no more than nine (9) credits or three (3) courses taken during one fiscal year (July 1 through June 30).

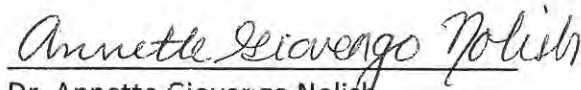
EXECUTED THIS 20th DAY OF February, 2014.

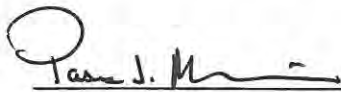

Mr. Edward Wielgus
School Board President


Mr. John Kreider
Act 93 Representative


Mr. Louis Nudi
School Board Vice President


Mr. David Lieberman
Act 93 Representative


Dr. Annette Giovergo Nolish
School Board Member


Dr. Patrick Mannarino
Superintendent

