

North Penn School District

Act 93

Draft Agreement

Compensation

Plan

2014-2016

Effective July 1, 2014-June 30, 2016

I. Introduction and Overview

Since June 28, 1984, Act 93 has provided an important mechanism for resolving administrator compensation matters within the framework of the management team. The law outlines three basic rights:

1. The right for administrators to meet and discuss in good faith with the school board.
2. The right to a written compensation plan.
3. Continuation of the right to a grievance process.

The North Penn School District Compensation Plan supports the belief that administrative and management duties/responsibilities differ from those of other employees. It is the intent of this Compensation Plan to provide an agreed upon compensation for North Penn School District Administrators that is fair and consistent internally and externally competitive in the suburban areas surrounding Philadelphia. The Plan should also promote an atmosphere in which the Board of School Directors and the members of the North Penn Administrators' Association can work together as a management team.

This Plan applies to those administrative positions listed in Section 111. The Board and the Association will meet whenever necessary to discuss substantive changes.

Defined Terms

As used in this Administrative Compensation Plan, the following capitalized terms shall have the meanings specified.

"Association" means the North Penn Administrators Association.

"Board" means the Board of School Directors of the North Penn School District.

"District" means the North Penn School District.

"Performance Appraisal Plan" means the system used to determine performance ratings.

"Performance Rating" means the overall performance rating for the immediate preceding fiscal year given to an administrator.

"Plan" means this Administrative Compensation Plan.

"Position" means an administrative position.

"Position Group" means the level on the Salary Range which the District believes is appropriate for each Individual.

"Salary Range" means administrative compensation for the fiscal year.

II. Administrative Performance

The evaluation and recognition of individual performance shall be satisfied through the implementation of the Administrative Performance Appraisal Plan.

III. Positions

The District may elect to fill the following administrative positions. A Position Group has been designated for each administrative position based upon the Board's judgment concerning the degree of difference in responsibilities within the District.

<u>Position Group</u>	<u>Position Title</u>
11	<i>Principal — High School</i>
12	<i>Principal — Middle School</i>
13	<i>Principal — Elementary School Principal — Alternative Education</i>
14	<i>Supervisor — Curriculum</i>
15	<i>Assistant Principal — High School</i>
16	<i>Assistant Principal — Middle School</i>
17	<i>Supervisor – Special Education</i>
21	<i>Director of Elementary Education Director of Secondary Education Director of Student Services & Special Education</i>
22	<i>Director of Curriculum Assistant Director of Special Education Director of Facilities and Operations</i>
23	<i>Director of Support Services Director of Technology</i>
24	<i>Assistant Director of Business Administration Director of School/Community Services</i>
25	<i>Coordinator of School Nutrition Services Coordinator of Transportation Coordinator of Benefits Administration</i>
26	<i>Coordinator of Extended School Care Director of Athletics Coordinator of Administrative Technology Coordinator of Communications Media Services</i>
27	<i>Coordinator of Custodial Maintenance</i>

IV. Salary Ranges

The salary range was developed based upon a comparison of regional school district salaries for similar positions with the intent to continue to attract qualified administrative candidates and maintain present administrative staff. Position Groups are administrative categories listed in Section III. The maximum salary range indicates the salary for an administrator with 5 years of experience in the district in their current position. Placement within each range will be based upon the indicated years of experience.

Salary Range - 2014-15**Year of Service / Step**

Position Group	1	2	3	4	5	6
11	137,590	140,648	143,705	146,763	149,820	152,878
12	118,695	121,332	123,970	126,608	129,245	131,883
13	113,332	115,850	118,369	120,887	123,406	125,924
14	107,202	109,584	111,966	114,348	116,731	119,113
15	106,172	108,531	110,891	113,250	115,610	117,969
16	104,811	107,140	109,470	111,799	114,128	116,457
17	109,002	111,424	113,846	116,268	118,691	121,113
21	126,688	129,503	132,318	135,133	137,949	140,764
22	114,722	117,271	119,821	122,370	124,920	127,469
23	109,238	111,665	114,093	116,520	118,948	121,375
24	97,504	99,671	101,838	104,004	106,171	108,338
25	86,593	88,517	90,441	92,365	94,290	96,214
26	81,852	83,671	85,490	87,309	89,128	90,947
27	74,449	76,103	77,758	79,412	81,067	82,721

For the 2015-2016 school year- the IV. Salary Range schedule will be determined by the School Board by June 30, 2015.

V. Placement and Credit for First Year's Experience

Credit will be given for each year of prior North Penn service as an administrator within the current Position Group. The number of years of relevant administrative experience to the new administrator's assignment in a public or private school will be determined at the time of initial employment. Experience in the private sector will normally not be credited, unless the Superintendent determines that the new administrator's private sector work experience has a direct correlation to his/her administrative assignment. Relevant work experience will only be considered if within ten (10) years of the date of North Penn employment and will be according to the following formula:

<u>Years of Related Experience</u>	<u>Years Credit</u>	<u>Step</u>
1 - 2 years	0 - 0.9 years	1
3-4 years	1-1.9 years	2
5-7 years	2-2.9 years	3
8 or more years	3 - 3.9 years	4

In the event of a critical need or the lack of suitable certified candidates, it may become necessary to adjust the formula to hire the best candidate. Deviations from the formula will occur only upon the recommendation by the Superintendent to the Board of School Directors.

Administrators employed after the start of the school year will be credited for the first years' experience as follows;

- Credit for a full year is awarded if the effective date of hire provides time to work 50% or more of their work year.
- No credit will be awarded if the effective date of hire results in working less than 50% of their work year.

VI. Flexible Benefits

The North Penn School District will provide a flexible benefits plan that allows the administrators to choose the benefits they need. Flexible benefits will include health insurance, dental and vision insurance, medical/dependent care spending accounts, supplemental life insurance and dependent life insurance. In addition, there are "core" benefits that all full-time administrators receive. They include group term life insurance, disability insurance, PSERS retirement plan, personal days, sick days and vacation days.

Information on cost and specific insurance options are revised on a yearly basis and will be provided for those Administrators wishing to change plans.

a. Health/Medical Insurance

The North Penn School District shall offer several options to cover administrators and their eligible dependents. Custom Personal Choice 10/20/70 is the core medical insurance plan for administrators; if an administrator decides to choose a plan that is more costly, he/she will pay the excess costs of such plan. Effective January 1, 2015, the employee contribution for the core medical plan will be 16% of the district's monthly cost within each level of coverage.

A description of the medical plan design is shown below:

Medical/Rx Plan Summary	
Benefit Option	CORE Plan
Summary of Benefits	Custom PC 10/20/70
Office/Outpatient Care Benefits:	
Referral Required	No
Selection of PCP Required	No
PCP Office Visit	\$15
SCP Office Visit	\$30
Preventative Care	Covered 100%
Outpatient Lab Tests	\$30 after deductible
Diagnostic X-Rays	\$30 after deductible
MRI/MRA and CT/CTA/PET Scans	\$30 after deductible
Deductible (Single/Family)	\$200/\$600
Coinsurance	N/A
Out of Pocket Max (Single/Family)	\$2,500/\$5,000
Deductible Included	Deductible and copays only
Lifetime Maximum	Unlimited
Facility/Ancillary Benefits:	
Hospitalization	\$125/day (5 day max) after deductible
Outpatient Surgery	\$100 after deductible
ER Visit	\$100 (waived if admitted)
Urgent Care Visit	\$50
Durable Medical Equipment	\$30 after deductible
Out of Network Benefits:	
Deductible (Single/Family)	\$1,000/\$3,000
Coinsurance	60%
Out of Pocket Max (Single/Family)	\$5,000/\$15,000
Deductible Included	No, coinsurance only
Lifetime Maximum	Unlimited
Prescription Drug Benefits:	
RX Co-pay	\$10/\$30/\$50/\$100
RX Deductible	N/A
Oral Contraceptives	Covered
Mail Order Co-pay	\$20/\$60/\$100/\$200 (31-90 days supply)
Monthly Employee Contribution Rates (FT):	Effective 1-1-15 through 6-30-15
Employee Only	\$94.40
Employee & Child(ren)	\$176.54
Employee & Spouse	\$209.57
Family	\$275.66
Additional Provisions:	
Tobacco Surcharge (Monthly)	\$100 Surcharge
Employee Contribution	16%

A 4-tier formulary prescription drug plan is separate from the medical plan and has the same employee contribution percentage as for the core medical plan. The deductibles for prescriptions, excluding fertility drugs, are \$10 for generic drugs, \$30 for brand name drugs, \$50 for non-formulary drugs, and \$100 for specialty drugs. Pharmacy prescriptions are limited to a 30-day supply. Mail-order maintenance drugs are mandatory for prescriptions in excess of a 30-day supply. Administrators who purchase drugs through mail order shall be responsible for only two (2) co-payments for each three (3) month prescription.

The North Penn School District shall reimburse employed administrators up to \$2600 annually for health care and wellness costs not covered by existing health, dental, or vision insurance plans, including, but not limited to, an annual physical examination.

Furthermore, the district reserves the right to implement a HRA/Biometric Screening program with a \$50 per month Noncompliant Surcharge effective July 1, 2015.

b. Dental Care Insurance

Dental insurance shall cover preventive routine treatment expenses at 100% of the reasonable and customary charges. Other treatment expenses, with the exception of orthodontics, shall be covered at 50% of the reasonable and customary charges after the deductibles have been satisfied.

c. Vision Care Insurance

Vision insurance shall assist with eye care expenses when prescribed by an optometrist, ophthalmologist or a physician. Eye examinations shall be covered up to 100% of the reasonable and customary charges. Lenses shall be covered at a varying rate.

d. Medical/Dependent Care Spending Accounts

Administrators may elect to make payroll contributions to a medical or dependent care spending account. Administrators may set aside up to \$2,500 in each plan year for their medical care spending and up to \$5,000 for a dependent care spending account. This contribution is not subject to federal income tax, Medicare or FICA and can be used to pay for either dependent childcare or medical/dental expenses not covered by the administrator's insurance plan. Administrators shall be reimbursed for eligible expenses from the established spending account. Monies set aside in these spending accounts cannot be carried over into the next plan year and any money not used is forfeited.

e. Life Insurance

A term life insurance policy equal to two times the administrator's annual salary shall be provided by the school district. No coverage will be offered to retirees, but retirees may continue this coverage, at their own expense, up to age 65. Supplemental term life insurance may be purchased for those employees who want additional coverage. Premium costs are based on a formula determined by the age of the subscriber. The insurance company may require applicants to pass a physical examination to determine eligibility for supplemental term life insurance. Dependent term life insurance shall also be made available to administrators, with the premium being paid by the administrator electing the coverage.

f. Disability

Disability shall be provided to administrators who are unable to work because of illness, pregnancy related disability, or non-work related injury. After an elimination period of 30 days or use of all accumulated sick time, whichever is later, disability is available at 60% of their annual salary up to age 65. A reduced benefit period of 5 years or less is available for administrators from age 65 through 75. The maximum monthly benefit shall be \$7,500. Exceptions include mental, nervous or emotional disorders where policy limits prevail. The cost of this plan shall be completely covered by the district.

g. Tax Sheltered-Annuities (403(b)/457)

403(b)/457 and Savings Bonds

Through payroll deduction, all administrators may take advantage of one of several tax-sheltered annuity plans as well as savings bonds. Information is available through the Human Resource and/or Payroll Offices.

403(b) Special Pay Plan

Accrued vacation and sick leave pay will be deposited at the time of separation or retirement into the administrator's 403(b) account. If the total amount to be deposited causes the administrator's 403(b) account to exceed the maximum allowable combined employee and employer contribution limit for that calendar year, such excess amount will be deferred and deposited in the administrator's 403(b) account in the first payroll of the next calendar year. This will be mandatory for all qualified personnel. Administrators are immediately 100% vested in all contributions and they can manage their own investment plan and portfolio. Federal income taxes are deferred until withdrawn.

h. Service Stipend for Continued Years of Service with North Penn

For each Administrator who receives a satisfactory rating following his or her tenth (10th) year of continuous service to the District shall receive a one-time stipend of \$1,000 payable as a single payment.

For each Administrator who receives a satisfactory rating following his or her fifteenth (15th) year of continuous service to the District shall receive a one-time stipend of \$2,000 payable as either a single payment.

For each Administrator who receives a satisfactory rating following his or her twentieth (20th) year of continuous service to the District shall receive a one-time stipend of \$3,000 payable as either a single payment.

VII. Mileage for School Business

Administrators and supervisors will be compensated at the IRS Statutory rate for use of their personal auto for travel required in the performance of their duties.

VII. Holidays

Twelve month administrators shall be granted twelve holidays per year as follows: New Year's (2), Presidents Day, Easter (2), Memorial Day, Independence Day, Labor Day, Thanksgiving (2), Christmas (2).

IX. Tuition Reimbursement

Administrators shall receive tuition reimbursement for graduate course work or continuing education, provided all such courses have received prior approval by the Superintendent.. Failure to secure such prior approval from the Superintendent shall cause such courses to be ineligible for reimbursement. The amount of the reimbursement shall be ninety-five percent (95%) of the State University Graduate tuition rate (e.g., Temple University Graduate Tuition Rate), with a maximum of Twelve Thousand Dollars (\$12,000) per fiscal year (July 1st through June 30th). A grade of "B" or better for each course taken is required for eligibility for reimbursement. Upon receipt of a doctorate degree from an accredited institution, a one-time bonus of \$2,000 shall be granted to the administrator within sixty (60) days of presentation of appropriate documentation.

X. Leaves

a. Vacation Leave

Twenty-one (21) Days of vacation leave shall be provided to twelve-month administrators for the 2014-2015 school year and Twenty-two (22) Days of vacation leave for the 2015-2016 school year. New administrators shall have their vacation prorated from the first date of hire until June 30 of that school year. One additional day of vacation shall be granted for each increment of five years of administrative service in the North Penn School District up to a maximum of five (5) days.

Eligible employees must make a request for scheduled vacation to the administrator's supervisor in advance of the desired start date. Special consideration shall be given to emergencies. All vacation schedules are subject to final approval by the Superintendent.

Administrators may also be compensated for the relinquishment of up to sixteen (16) unused vacation days from the prior fiscal year at the administrator's per diem rate as of June 30th of such fiscal year. Administrators must have their vacation bank at a maximum before unused vacation days may be cashed in and must notify the Business Office by August 31st of their exercise of this option.

Vacation days which are not "cashed-in" are to be used during the fourteen (14) months following the year in which they are earned. Vacation days not used during this time frame will be forfeited.

At the time of separation from the district, the administrator shall be paid for any vacation days to which he/she is entitled for both the current year and for any unused vacation days accumulated from previous years. The days shall be paid into the administrator's 403(b) account in accordance with Section VI-g, at the administrator's per diem rate at the time of separation. A retiring employee may set his/her separation date to include all vacation entitlements so that maximum retirement benefits are realized.

b. Personal Leave

Three personal leave days shall be granted for use each year. In addition, bereavement leave of one to three days shall be provided to administrators depending upon their relationship to the deceased. All unused personal leave shall be converted to sick leave at the end of the school year.

c. Sick Leave

Administrators shall be granted twelve sick leave days annually. In the first year of employment, sick leave days shall be prorated from the first date of hire until June 30 of that school year. Administrators shall be permitted to accumulate an unlimited number of sick leave days.

Upon separation from the district, administrators with ten years of continuous service in the school district shall be reimbursed for their accrued sick leave at \$100 per day. This payment shall include those accrued sick days when forced to retire due to illness. Payment shall be made into the administrator's 403(b) account in accordance with Section VII-g. In the event of the death of the administrator, payment shall be made to the administrator's designated beneficiary.

Up to twelve (12) days per year of an administrator's accumulated sick leave may be used for the care of an immediate family member's illness. Family members are defined as spouse, child, parent(s), grandparent(s), grandchild and dependent living at the administrator's place of residence.

XI. Memberships

Each administrator shall be entitled to reimbursement for membership dues in approved professional organizations up to an amount not to exceed \$800 per year, as budgeted and approved by the Superintendent.

XII. Conference and Seminar Reimbursement

Administrators shall be reimbursed for attendance at conferences and relevant seminars as budgeted and approved by the Superintendent.