

Groups

The District has determined Groups for each position in the table below based upon its judgment concerning the degree of difference in responsibilities within the District.

| Group # | Position Titles |
|---------|---|
| 1 | Principals; Coordinator of Student Services; Principal of Curriculum & Data |
| 3 | School Psychologists |
| 4 | Food Service Director; Network Administrator |
| 5 | Head Cooks; Head Custodians; Head Maintenance |
| 6 | Administrative Assistant to Superintendent; Administrative Assistant to Curriculum/Federal Programs; Technology Assistant |

Medical Insurance Coverage

The District is a member of the Northern Tier Insurance Consortium (NTIC), and medical insurance coverage is currently provided through Blue Cross of Northeastern Pennsylvania (NEPA) and Highmark Blue Shield. The Consortium follows the contractual benefit plan changes required by Blue Cross of Northeastern Pennsylvania as they become approved through the Pennsylvania State Insurance Department.

Medical and prescription drug coverage shall be provided as set forth in the Preferred Provider Organization (PPO) Plan Option E offered by the NTIC with a monthly contribution as defined below:

2015-16 – 3% of premium per month
2016-17 – 4% of premium per month
2017-18 – 5% of premium per month

During each enrollment the employee may choose to be covered under the PPO Plan – Option E or Option C, but may not change plans until the next enrollment period. For coverage under the PPO Plan – Option C the employee shall pay any additional costs.

If, at any time, the premium for any District plan will exceed the threshold amount as stated in the Patient Protection and Affordable Care Act, and associated regulations, both as supplemented and amended, so as to subject such plan to a tax or fee, the parties agree that:

1. The employee can pay additional costs over the threshold, the excise tax and any fee while keeping their current plan; or
2. The employee can select a qualifying plan (including a QHDHP) as offered by the consortium (NTIC), including a plan that provides the maximum benefit and still does not make the plan subject to any excise tax or fee. The employee can select a qualifying plan that includes an HSA so long as it does not subject the plan to an excise tax or fee. If the HSA contributions do not subject the qualifying plan to an excise tax or fee, the parties agree to the following annual contributions: Year 1: Single – \$500; Husband & Wife, Parent & Child, Parent & Children, or Family \$1,000. Year 2: Single – \$250; Husband & Wife, Parent & Child, Parent & Children, or Family \$500.

The District shall continue the established practice of providing medical insurance coverage for a husband and wife with a single policy when both are employed by the District. When a husband and wife are both employed by the District, one spouse will receive medical insurance coverage as a dependent on the medical insurance policy of the other spouse. A separate policy will not be provided for each spouse; however, there shall be coordination of benefits for spousal employees with such coordination implemented in accordance with the arbitration decision issued in 1992 on this matter and existing practice

Dental Insurance

Dental insurance coverage shall be subject to the same terms and conditions as set forth in the agreement between the Northern Tioga Education Association and the Northern Tioga School District.

Life Insurance

The group term life insurance is a contract between the Employer and the insurance carrier. The insurance coverage shall cease at the end of the month in which the employee is laid off, resigns, retires or begins an unpaid leave. All benefits will be provided and paid for in accordance with the insurance plan in force at the time of the claim. The Employer does not accept nor is the Employer to be charged with hereby, any responsibility in any manner connected with the determination of liability for payment of life insurance. The Employer's liability shall be limited to the listing of the insured and the payment of premiums.

The District will provide group term life insurance policy in the amount of \$250,000 for each eligible employee on active payroll.

Income Protection

The District shall provide a disability income protection insurance plan. This disability income protection plan is a contract between the Employer and the insurance carrier. All benefits will be provided and paid for in accordance with the insurance plan in force at the time of the claim. The Employer does not accept nor is the Employer to be charged with hereby, any responsibility in any manner connected with the determination of liability for payment of disability insurance. The Employer's liability shall be limited to the listing of the insured and the payment of premiums.

The plan will have an elimination period of three (3) months. After the three (3) month elimination period, the plan will provide for sixty-six and two-thirds ($66 \frac{2}{3}$) of the employee's salary for up to four (4) years to a cap of \$6,000 per month.

Section 125 Flexible Spending Plan

The District shall adopt an IRS Section 125 plan and make available to employees Section 125 Flexible Spending Accounts for medical expenses and dependent care expenses. Participation is voluntary and an employee can contribute the maximum annual amounts allowed by the IRS. The employee is responsible for understanding the risks and benefits of the program. If an administrative charge is assessed by the plan administrator, it will be the responsibility of the employee to pay the fee.

Vacation

Administrators with a normal work year of 260 days shall be entitled to twenty (20) days of paid vacation their first year, and shall be entitled to one (1) additional day on their anniversary date each year until they are entitled to a maximum of twenty-five (25) days of paid vacation each year. The vacation period runs from September 1 to the following August 31. Vacation is not cumulative. (NTSD Policy #337)

Personal Days

Each employee shall be entitled to two (2) personal leave days per year accumulative to five (5) in accordance with the following personal day guidelines:

1. Notice of intent to take a personal leave shall be given by the employee by submitting a Request for Leave of Absence Form as far in advance as practical, but no later than a minimum of twenty-four (24) hours in advance.
2. Personal days shall not be taken during the first five (5) work days or the last five (5) work days of the work year, unless approved in advance by the Superintendent.
4. The Superintendent may waive the aforesaid notification requirements and aforesaid limitations for reasons of emergency. When an employee has used all personal days, including all accumulated days, to which the employee is entitled the Superintendent may grant an additional day(s) in the event of an emergency, or when subpoenaed to appear in legal proceedings. Cases of emergency shall be defined as an unforeseen situation requiring immediate action by an employee to avoid disaster, including imminent danger to the home of the employee, or imminent harm to the health or safety of the employee or a member of the immediate family. Notwithstanding any other provisions of the agreement the provisions of this paragraph shall not be a subject of arbitration.
5. Any accumulated personal days in excess of five (5) will be added to the employee's accumulated sick leave.

Holidays

Each administrator will receive the following paid holidays: New Year's Day, Good Friday, Easter Monday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Buck Day, Christmas Day, Work Day before or after Christmas Day, three additional days after Christmas, and one floating holiday to be used when school is not in session.

Retirement

Retirement BC/BS Plan

The terms and conditions of the Retirement Incentive Plan are as follows:

1. The employee shall not have taken a sabbatical leave in the previous year, unless given a waiver by the District.
2. The employee must submit his or her retirement notification to the Board at least one semester prior to the effective date of the retirement.
3. Such retirement shall not only be a retirement from the Northern Tioga School District, but also from teaching in the public schools in the Commonwealth of Pennsylvania; further the employee must retire into the Public School Employees' Retirement System.
4. The employee shall not be eligible for Permanent Disability Retirement.
5. The employee must have at least fifteen (15) years of service in the Northern Tioga School District, be age 55 or older, unless permanently disabled and not covered by other medical insurance (private or government sponsored).
6. The employee shall not be eligible for medical insurance coverage under the medical insurance policy of any other employee of the District. When the retired employee is no longer eligible for medical insurance coverage under the medical insurance policy of any other employee of the District, they shall then be eligible to participate in this Retirement Incentive Plan, provided they met all of the other requirements of this plan at the time of their retirement.
7. Upon retirement the employee must participate fully in the Public School Employee Retirement System's (PSERS) health care premium assistance program.
8. The cost of the medical insurance premium shall be coordinated between the retired employee, PSERS, and the School District. The retired employee will first pay an amount equal to the maximum amount of reimbursement allowed by PSERS, the School District will then add an amount to this contribution to make a combined employee/PSERS and School District medical insurance payment of up to \$229.00 per month. That portion of any monthly medical insurance premium that exceeds \$229.00 per month shall be solely paid by the retired employee. Under no circumstances shall the combined PSERS reimbursement and the School District monthly payment be more than the actual monthly cost of the medical insurance, nor shall the combined PSERS reimbursement and School District cost exceed \$229.00 per month.
9. When a husband and wife are both retired from the District and both meet all of the eligibility requirements of this Retirement Incentive Plan, they may chose coverage under separate individual policies or the appropriate joint policy to which they would qualify. The employee cost and District payment listed above are per policy costs/payments.
10. Payment shall be made until the retired employee reaches age 65, or the retired employee is eligible for Medicare, or the retired employee is eligible for a state or federal sponsored or initiated medical insurance plan, or the retired employee dies.
11. Payment shall be made only toward the cost of the medical insurance coverage that is approved by the PSERS and/or the Northern Tioga School District.
12. Employees shall be required to pay any balance due on a monthly basis. The failure of the retired employee to pay any balance due shall result in the termination of the retired employee medical insurance coverage.

Payment on Retirement

Each administrator, upon retirement from the Northern Tioga School District, after twenty-five (25) years of service and at least fifteen (15) years of service with the Employer, shall be paid one thousand (\$1,000.00) dollars. Such payment shall not be reported for retirement purposes. In order to be eligible for this cash benefit, the administrator shall: submit a valid written resignation to the Board because of pending retirement prior to August 15 one school year before retiring; and submit to the Pennsylvania Public School Employees' Retirement System (PSERS) the official application for retirement benefits. This provision only applies to administrators who qualify for benefits upon retirement under PSERS and is restricted to normal retirement, early retirement, disability retirement; or withdrawal allowance. Vesting in excess of three (3) years prior to retirement will preclude payment.

Each administrator with fifteen (15) years service in the Northern Tioga School District (or one (1) of its predecessors), upon retirement, shall be entitled to \$30.00 per day severance pay for each day of unused sick leave accumulated at the time of retirement.

Payment under this provision is limited to payment upon retirement. This is not a death benefit; no payment will be made upon death. An administrator shall be eligible to receive a retirement severance benefit as provided in this article only one (1) time. Payment cannot be assigned or transferred.

Cellular Phone

Each administrator will be provided with a cellular phone. Administrators will be required to sign a cell phone usage agreement detailing the use of this equipment.

The basic calling plan will allow for a minimum of 450 peak airtime (Monday through Friday from 6:00 a.m. to 9:00 p.m.), unlimited text messaging with 20 picture/texts per month, and unlimited off peak airtime; and will also include unlimited data transfer.

It is understood that the primary usage of the cellular phones is for employment related business; however, personal use is allowable. The administrator is responsible for all calls and charges on their respective phones. If plan limits are exceeded or additional charges are incurred, the employee may be billed for these additional costs.

Tuition Reimbursement

The Board agrees to pay toward the cost of tuition per credit hour earned as follows:

1. 100% tuition (up to Penn State rate for residents or actual tuition costs whichever is less), and books, if coursework is requested by Board of Directors to enhance professional credentials in preparation for possible future additional responsibilities and requested by Board of Directors to add to district expertise;
2. 100% tuition (up to Penn State rate for residents or actual tuition costs whichever is less), if pre-approved professional development related to district or building goals, tuition reimbursement must be pre-approved by the superintendent;
3. All others: 80% of Penn State rate for residents or actual tuition if less than 80% of Penn State rate, if other than (1) or (2) above;
4. Maximum of six (6) graduate credits eligible for reimbursement each academic year at rate cited in (3) above; exceptions may be made by the superintendent, if (1) or (2) above applies. If the employee fails to remain in the employ of the District, the employee will reimburse the district for any credits reimbursed beyond the six (6) credits per year.

In order to be eligible for such tuition payments:

- a. The employee must present proof of the successful completion of such credits. A minimum acceptable grade to qualify for reimbursement payment by the school district is a letter grade of "B" or a number grade of "at least 3.0 average or higher on a 4.0 scale", or a passing grade in a pass/fail graded course. The Superintendent must give advance approval of all courses taken. Reimbursement requests must be submitted within six (6) months of the successful completion of the course.
- b. The requirements of the course must be completed while employed in the school district.
- c. The employee must remain in the employ of the school district for one (1) year after completion of the course. In the event that an employee does not remain for one (1) year, the cost of the tuition which has been reimbursed will be deducted from the employee's final check.
- d. Graduate credits shall be from institutions recognized by the Pennsylvania Department of Education.

Other Benefits Not Specifically Included

Other benefits not specifically listed are subject to the same terms and conditions as set forth in the agreement between the Northern Tioga Education Association and the Northern Tioga School District and/or Northern Tioga School District Policy.

Compensation

**Salary Scale for Principals and Certificated Administrators
Hired on or before June 30, 2015**

Salary Amounts are effective from July 1 through June 30

| School Year | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 | Level 6 | Level 7 | Level 8 |
|-------------|---------|---------|---------|---------|---------|---------|---------|---------|
| 2015-16 | 76,567 | 79,600 | 82,632 | 85,667 | 88,700 | 91,732 | 94,766 | 97,798 |
| 2016-17 | 77,715 | 80,794 | 83,872 | 86,952 | 90,031 | 93,108 | 96,187 | 99,265 |
| 2017-18 | 78,881 | 82,006 | 85,130 | 88,256 | 91,381 | 94,504 | 97,630 | 100,754 |

Movement between Levels occurs annually with a satisfactory evaluation.

**Salary Scale for Principals and Certificated Administrators
Hired July 1, 2015 and Later**

Salary Amounts are effective from July 1 through June 30

| School Year | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 | Level 6 | Level 7 | Level 8 | Level 9 | Level 10 |
|-------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|
| 2015-16 | 76,567 | 78,926 | 81,285 | 83,644 | 86,003 | 88,362 | 90,721 | 93,080 | 95,439 | 97,798 |
| 2016-17 | 77,715 | 80,110 | 82,504 | 84,899 | 87,293 | 89,688 | 92,082 | 94,476 | 96,871 | 99,265 |
| 2017-18 | 78,881 | 81,311 | 83,742 | 86,172 | 88,602 | 91,033 | 93,463 | 95,894 | 98,324 | 100,754 |

Movement between Levels occurs annually with a satisfactory evaluation.