

Penn-Trafford School District
Harrison City, PA 15636

Act 93
Administrator Compensation Plan

Effective

July 1, 2015 to June 30, 2019

General

The Penn-Trafford Board of School Directors adopts the following Administrator Compensation Plan pursuant to Section 1164 of the Public School Code of 1949, as amended (Act 93).

The Board recognizes the importance of maintaining an effective Management Team to improve communications, strengthen the administration and to enhance the educational programs of the district. Furthermore, the Board believes that establishing a written compensation plan and providing for periodic "Meet and Discuss" sessions will have a positive impact on the Board Management Team relationships.

Term of the Compensation Plan

This plan becomes effective July 1, 2015 and shall continue until June 30, 2019.

Act 93 Personnel Covered

The following Act 93 personnel and / or administrator positions shall be covered in this plan: High School Principal, Middle School Principal, Elementary Principal, Assistant Principal, Assistant Principal (210 days) and Director of Student Learning Supports, Athletic Director, Director of Facilities and Maintenance, Maintenance Supervisors, Technology Coordinator, School Psychologist, School Psychologist (210 days), Occupational Therapist (186 days) and Behavioral Specialist (186 days).

Evaluation Plan

1. The Superintendent or his/her designee will provide Act 93 employees with an annual year-end evaluation. Each annual evaluation shall be in writing and will take place no later than November 1 or five (5) weeks after the District receives the official Student Performance Profiles (SPP) from the Pennsylvania Department of Education, following the end of the school year, beginning November 1, 2015 or five (5) weeks after the District receives the official 2014-2015 Student performance Profiles (SPP) from the Pennsylvania Department of Education, covering the 2014-2015 school year and each year thereafter, using the Act 82 of 2012 PDE evaluation instrument as a basis for the evaluation. Any adjustment in salary resulting from the annual evaluation shall be implemented on the first day of the next Contract Year. For example, the evaluation completed by November 1, 2015 or five (5) weeks after the District receives the official 2014-2015 Student Performance Profiles (SPP) from the Pennsylvania Department of Education may result in a salary adjustment, which shall be retroactive to the first day of the second year of the Contract, July 1, 2015.
2. Those personnel that do not have a state model pursuant to Act 82 during this contract shall continue to use the current model developed by the Superintendent and Act 93 group.
3. Any Act 93 employee receiving a final performance evaluation of unsatisfactory will not be entitled to any base or merit increases for the year following the evaluation. It is also understood that any employee in the needs improvement or unsatisfactory categories will be provided with an improvement plan and the support of the district to return to proficiency status.
 - a. Whenever the Pennsylvania Department of Education adds evaluation instruments for those personnel in the Act 93 agreement not currently using a state model the Act 93 group will adopt the state approved evaluation instrument for those members.

Range of the Compensation Plan

The Board and Act 93 administrators will devise a salary schedule for the years 2015 – 2019.

- 1) The salary range percentage increases for each position is found below in the salary range schedule for 2015-2019.

Rating	Percent Raise 2015-16	Percent Raise 2016-17	Percent Raise 2017-18	Percent Raise 2018-19
Unsatisfactory	0.00	0.00	0.00	0.00
Need Improvement	0.00	.50	.50	.50
Proficient	0.00	2.00	2.25	2.50
Distinguished	0.00	2.50	2.75	3.00

Fringe Benefits

1) Personal Illness

Each Act 93 personnel and / or administrator shall be granted twelve (12) days absence in each school year for personal illness or injury without loss of salary provided, however, that in the event the Act 93 personnel and / or administrator’s absence is due to illness or injury incurred in the course of gainful employment for an employer other than the Penn-Trafford School District, the Act 93 personnel and / or administrator will reimburse the Penn-Trafford School District any paid sick leave received directly from another employer or any benefit received through the Pennsylvania Workers Compensation law for all such days of absence. Act 93 personnel and / or administrators who work less than a full year shall receive a pro-rated number of days credit for sick leave days.

- a) Any unused sick days shall be cumulative at the rate of no more than twelve (12) days per year of service, and the total days so accumulated may be used with full pay by the Act 93 personnel and / or administrator when needed for reasons of personal illness or accident as outlined above.
 - b) New Act 93 personnel and / or administrators entering the district from another public school will be given credit for accumulated sick leave in accordance with the School Laws of Pennsylvania provided official verification is received from the previous district.
 - c) Act 93 personnel and / or administrators will not earn personal illness days or personal days while on: sabbatical or maternity leave, sick leave not covered by paid sick days, or any other leave approved by the District.
- 2) **Personal Days** - all Act 93 personnel and / or administrators will be entitled to three (3) personal days per year with all unused personal days being credited to sick leave
 - 3) **Bereavement** - Each Act 93 personnel and / or administrator shall be granted, without loss of salary, three (3) school days of absence for a death in the immediate family. The immediate family is defined as father, mother, daughter, son, husband, wife, brother, sister, parent-in-law, or near relative who resides in the same household or any person with whom the employee has made his home. In case of death of a near relative: (i.e.) first

cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, or grandchild, the day of the funeral shall be granted without loss of salary.

- 4) **Jury Duty** - Since it is the citizen's responsibility and obligation to serve on jury duty when called, all personnel shall be encouraged to fulfill that obligation. The difference between compensation received for jury duty and the Act 93 personnel and / or administrator's salary shall be reimbursed by the District. The Act 93 personnel and / or administrator will present proof of service and of the amount of pay received immediately upon return to work. This provision applies to jury duty only.

Professional Development - Educational Improvement

- 1) **Payment of Credits** - The Board shall pay for credits earned at the per credit rate established annually by the Graduate Rate of the University Attended not to exceed the combined average of graduate rates of University of Pittsburgh, Indiana University of PA and California University of PA and calculated as follows:
 - a) 90%-reimbursement for earning an "A" or "P" grade or equivalent
 - b) 80% reimbursement for earning a "B" grade
 - c) Reimbursement shall be paid for no more than six (6) credits earned in each of the local school district semesters while school is in session, and no more than twelve (12) credits during the summer sessions. Administrators on sabbatical leave for study purposes only will be reimbursed to a maximum of thirty (30) credits. Reimbursement will be for district tuition costs only and no other expenses.
 - d) Courses pursued shall be in the area of education related to the work of the Act 93 personnel and / or administrator. The Act 93 personnel and / or administrator shall file his plans for post baccalaureate study, giving a tentative list of courses to be pursued. The superintendent shall review the proposed schedule and determine eligibility for reimbursement.
 - e) Payment for such credits will be made on the June 20, October 20, and February 20 pay dates, provided the District has been notified by June 1, October 1, and February 1 respectively. The credits must be earned while the claimant is a full-time employee of the District and payment will be made only to those who remain in the employ of the school district.
 - f) Any Act 93 personnel and / or administrator who voluntarily leaves the district within 1 year for employment with another school district will be obligated to reimburse the Penn-Trafford School District 80% for any amount paid under this plan, 60% within 2 years.

Severance Retirement Pay

- 1) The Board shall pay Act 93 personnel and / or administrators who are eligible for full retirement for unused sick leave as shown below:
 - a) 2015-16 \$102
 - b) 2016-17 \$104
 - c) 2017-18 \$106
 - d) 2018-19 \$108
- 2) Those administrators who extend the declaration period to nine (9) months, as described above, will have the severance retirement pay (part (1) above) increased to \$108 per day for unused sick leave
- 3) Any unused vacation days remaining at the end of each school year will be converted into unused sick leave

Retirement Incentive

- 1) Eligible Act 93 personnel and / or administrators who elect retirement may continue their healthcare program offered by the Westmoreland Intermediate Unit Rate Stabilization Consortium for Health Insurance or comparable consortium coverage under the District's group plan for a period of eight years or until the retiree is eligible for federally funded healthcare, whichever is greater, beginning with the date of retirement. The District will continue to maintain its share of the monthly premiums at the same rate, which is in existence at the time of retirement. All increases in monthly premiums beyond the rate in existence as the time of retirement will be

shared equally between the district and the retiree. In the event that the retired Act 93 personnel and / or administrator does not live for the eight-year period or until the retiree is eligible for federally funded healthcare, whichever is greater, the Westmoreland Intermediate Unit Rate Stabilization Consortium for Health Insurance or comparable consortium coverage will be provided for the spouse of the retired Act 93 personnel and / or administrator until such time as the retired Act 93 personnel and / or administrator would have reached eight years or until the retiree is eligible for federally funded healthcare, whichever is greater from the date of retirement. Failure on the part of the retiree to make the monthly payment on a timely basis shall be sufficient cause to terminate the coverage. In order to qualify for this benefit, the administrator must declare an irrevocable binding letter of intention to retire at least 120 days prior to the date of retirement OR retiree may elect to participate as per the current PTEA collective bargaining agreement.

2) In order to qualify for this benefit, the employee must qualify for full retirement. Full retirement under this provision shall mean:

- a). Age 62 with one at least (1) year of experience
- b). Age 60 with at least thirty (30) years of service; or
- c). Age 55 with at least twenty-five (25) years of service; or
- d). After thirty-five (35) years of services regardless of age: or,
- e). As amended by law

Early retirement and disability retirement are not eligible for this benefit.

Retirement/Health/Miscellaneous Benefit

The value of all unused sick leave, bonuses and incentives accrued at the time of termination or retirement from employment or payable after July 1, 2015 shall be contributed as an employ contribution by the Penn-Trafford School District into a Section 403 (b) Enhanced Tax Sheltered Account up to the amount permissible by law. All retiring administrative employees must participate in the Section 403 (b) Tax Sheltered Annuity

Insurance

- | | |
|--|---|
| 1) Term Life Insurance | Double salary |
| 2) Accidental Death and Dismemberment | Double salary |
| 3) Death Benefit (10 years in district at full retirement) | \$1,000 |
| 4) Health and Accident Insurance (Educators) | Three (3) units - District will contribute 50% of cost between 4 and 8 units. |
| 5) Health Benefits | As per the PTEA agreement |
- 6) **Insurance Opt-Out Provision** - All Act 93 personnel and / or administrators eligible for health insurance, including both active and retired, may elect an opt-out provision. The District will reimburse any administrators who opt not to participate in the district’s health care plan in the amount of \$200/month or anything greater as per the PTEA agreement.
 - 7) The cost of the Act 93 personnel and / or administrator’s annual physical examination will be borne by the district. The cost will be a reflection of any difference between the amount paid by the district health provider and the amount actually incurred for the examination. The monies will be paid directly to the Act 93 personnel and / or administrator’s physician and all administrators are encouraged to participate in the program.
 - 8) The legal services of the district’s solicitor will be available for Act 93 personnel and / or administrators if and when they are involved in litigation which is directly related to their job responsibilities. The district will continue to maintain its extensive liability insurance protection for administrators.

Work Year and Work Day

- 1) The work year will consist of twelve months and each 261-day Act 93 personnel and / or administrator shall be entitled to twenty-three (23) days vacation during each school year. Act 93 employees are eligible to carryover ten (10) vacation days to a maximum of 33 days.
- 2) On regular student days, high school employee hours will be 6:45am to 3:15pm, middle school members hours will be 7:15am to 3:45pm, elementary school members hours will be 7:30am to 4pm.
- 3) When school is not in session, the routine day for all administrators will be 7:00 a.m. to 3:00 p.m.
- 4) The actual length of the Act 93 personnel and / or administrator's day will be governed by the job description and position responsibilities.

Miscellaneous

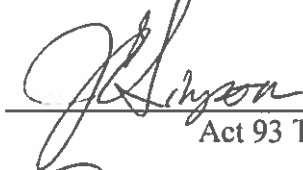
- 1) All requests for attendance at state and national workshops or conventions shall require the approval of the superintendent and the board of school directors. Management Team Act 93 personnel will be limited to one (1) national workshop or convention every two (2) years.
- 2) Each Act 93 personnel and / or administrator shall be permitted to join, at district expense, those professional organizations, which are appropriate to the position and are approved by the superintendent.

Witness:

Penn-Trafford School District

Act 93 Team


Board President


Act 93 Team Member


Board Member


Act 93 Team Member


Board Member


Act 93 Team Member

6/8/15
Date