



## **Quaker Valley School District Administrative Benefits**

### **Act 93 Plan**

July 1, 2015 – June 30, 2019

#### **Purpose**

The purpose of this agreement is twofold:

1. To continually improve the instructional and managerial operations of the district through yearly employee evaluation; and
2. To outline the structure and administration of Quaker Valley Act 93 compensation, including both salary and benefit components. This document fulfills the requirements of PA Act 93 of 1984.

It becomes effective on July 1, 2015 and expires on June 30, 2019.

This agreement may be modified by the mutual consent of the school board and the Act 93 employees.

#### **Philosophy**

The district supports the belief that the evaluation of each person's performance is an obligation of the district to both the employee and the district's constituents.

It is the responsibility of the school board and the superintendent to assist the employee to become as competent and skilled as he or she is able; to ensure that the goals of the district are being accomplished; to improve communication between superior and subordinate; and to foster an environment in which employees work to achieve results that correspond to the prevailing mission of the school district.

Establishment of a thorough and understood system of evaluation is a critical responsibility when applied to the administrative personnel who establish the climate and culture of the school system.

Through this management evaluation system the Quaker Valley School District will:

- Assist each person to improve or enhance the competencies required by his or her position;
- Encourage employees to continue to grow in their chosen profession;
- Identify outstanding performers for reward and/or greater responsibility;
- Determine employee compensation

This document contains: a procedure for evaluation, along with a description of the process for determining administrator salaries and benefits.

## **I. Annual Performance Review**

It is vital for each administrator to have a keen sense of his or her contribution and performance in the school district. This is accomplished by regular communication with one's supervisor and through established performance review procedures as outlined below in the evaluation cycle.

The performance evaluation is conducted considering the following components:

- The Job Description
  - The Established Goals
- A. The cycle begins with review of the previous year's performance and establishing performance goals and expectations for the upcoming year.
  - B. This is followed with an informal mid-cycle review of the employee's performance , which should include an update on the annual goal(s) and feedback regarding performance in accordance with job description.
  - C. Self-evaluation: At the end of the performance evaluation cycle, each employee completes the performance evaluation document and submits the document to his or her supervisor.
  - D. Supervisory evaluation: At the conclusion of the evaluation cycle, the supervisor will complete a narrative evaluation based on the employee's performance related to the annual goals and analysis of performance in relation to the job description. The employee's self evaluation should be considered during this portion of the performance evaluation.
  - E. Prior to concluding the performance evaluation cycle, tentative final evaluations must be discussed with the designated reviewer (See chart 1 for appraiser and reviewer details.)

- F. Any relevant state or federal law or statute shall supersede the tools and procedures used for evaluation in the Quaker Valley School District. (Ex. The PA Framework for Principal Evaluation). Such instances may result in only a select group of administrators being evaluated under a separate system. The Quaker Valley School District may still determine annual salary increases in accordance with local protocols.
- G. Evaluator and employee meet and review the final performance evaluation. If desired, the employee may submit a written response to the evaluation. This response will be kept with the evaluation record.

The end of the year (final) evaluation consists of two parts:

- 1). Narrative related to completion of established goal(s)
- 2). Narrative related to overall job performance

The Act 93 employee, evaluator, and reviewer must sign the final evaluation. The final evaluation will be placed in the personnel file of each Act 93 employee.

For the purpose of determining salary increases, all Act 93 employees will receive an annual rating based on an evaluation of their job performance (in relation to the QV Job Description) of *Satisfactory*, *Needs Improvement*, or *Unsatisfactory*. Employees who must be evaluated on a state or federal document (Ex. PA Framework for Principal Evaluation) may be rated satisfactory with respect to state guidelines of performance, but may receive a local rating of Needs Improvement or Unsatisfactory with regard to the QV job description. Local QV ratings will be used to determine the annual salary increase.

Act 93 employees shall be evaluated as *Needs Improvement* or *Unsatisfactory* if their performance shows deficiencies in the attainment of established standards of the position description and/or attainment of goals and requires improvement in order to meet school district expectations. An improvement plan will be developed for any Act 93 employee who receives a *Needs Improvement* or *Unsatisfactory* evaluation. Act 93 employees who receive a *Needs Improvement* or *Unsatisfactory* evaluation will not receive a salary increase for the upcoming school year.

## **II. Goal Setting**

- A. All Act 93 employees must set two goals for the school year ahead. Goals should include definitive benchmarks that can be evaluated. Both the supervisor and the employee must agree upon goals. *See Appendix B for Act 93 Goal Setting and Evaluation Form.*

- B. At mid-year (based on established cycle) employees should review their progress as related to the goals that have been established.
- C. At the conclusion of the year, employees should submit documentation of progress/accomplishment related to the goals that have been established.
- D. Administrators may earn up to \$750 per goal (maximum of \$1,500) as a bonus.

### **III. Salary Structure**

A salary range shall be established for each Act 93 position. The range shall establish a minimum salary and a maximum salary. A new employee will be placed within that range, dependent upon experience, education or other desirable attributes. The range for this agreement will be determined by local “market” school districts. The market shall include the 12 school districts (including Quaker Valley) in Allegheny County with an aid ratio most aligned to Quaker Valley. The range for each position will be determined in 2015-16 and will be increased 2.5% each year for the remainder of this agreement.

The range will be calculated by using information on the AIU Supersite to collect job equivalent salary data for each position by using the information from the “market” school districts. For each position, the highest and lowest salary across the 12 districts will be removed from the calculation and the remaining will be averaged. This average shall be considered the mid-point. The range will therefore be calculated such that the bottom of the range is 10% below the midpoint and the top of the range is 10% above the mid-point.

Employees whose salary extends above the range for any given year are eligible to receive the total amount of increase according to the terms of the Act 93 Agreement. If the yearly increase moves an employee’s salary above the top of the yearly range, the employee will have the amount equal to the top of the range paid to their base salary, and the overage will be paid in the form of a one-time cash bonus. However, if the employee’s salary is above the range prior to the yearly increase, the increase to the base salary will be ½ of the scheduled increase and the other ½ will be paid in the form of a one-time cash bonus.

Example: (Salary Increase that Exceeds Range)

Top of Range: \$120,000  
 Present Salary: \$118,000  
 Act 93 Increase = 3% (\$3140)  
 Amount added to Base (\$2000)  
 One-Time Bonus: (\$1140)

Example: (Salary that Exceeds Range Prior to Increase)  
Top of Range: \$120,000  
Present Salary: \$121,000  
Act 93 Increase = 3% (\$3630)  
Amount Added to Base (\$1815)  
One-Time Bonus: (\$1815)

### **Annual Pay Increase for “Satisfactory” Performance**

Based on prior year evaluation, annual salary increases will be determined as follows:

Act 1 Index + 1.5% not to exceed 3.5 % in any given year, and not be less than 2.5% in any given year.

Newly hired Act 93 employees who begin their duties after the beginning of the fiscal year, July 1, shall have their salary increase prorated based on the percentage of the year they worked. For example, if a principal begins his/her duties at the beginning of the second semester, that employee will receive 50% of the base increase for the following year.

## **IV. Employee Benefits**

### *Fixed Benefits for Full Time Employees*

#### A. Vacation

Twelve-month employees will be entitled to 23 days of paid vacation. Normally, vacation days are to be used in the year in which they are earned. Should the superintendent require that vacation be forgone, the employee shall be compensated at the per diem rate for each day lost. Vacation days may be carried from year to year when requested and when approved by the superintendent.

The total number of days that may be accumulated as unused vacation is 10.

No future accumulation of vacation days will be allowed until the number of accumulated vacation days falls below 10. Employees with more than 10 accrued vacation days at the end of the year shall not have days eliminated. Days in excess of 10 shall be converted to sick days at years end.

Any newly hired Act 93 employees who begin their duties after the beginning of the fiscal year, July 1, shall have their vacation time prorated based on the percentage of the year they worked.

For example, if a principal begins his/her duties at the beginning of the second semester, that employee will receive 11.5 vacation days for that particular year.

Act 93 employees may choose to be paid for up to three (3) unused vacation days each year at their per diem rate. Request for payment should be submitted to the superintendent of schools no later than the last business day of the year.

*The Director of Food Service will work 215 days during a calendar year. No vacation days are assigned. The Director of Food Service shall receive 11 sick days per year.*

#### **Notes**

- **Any vacation days in excess of 10, accumulated prior to July 1, 2003 shall not be eliminated.**
- **Any Act 93 employee who received 0 vacation days in their first year of hire (and who worked at least 6 months of that year), shall be granted 23 vacation days on the first business day of the new year, and those days shall not be pro-rated upon departure.**

#### **B. Holidays and Work Year**

The work year for administrators with the exception of the Director of Food Services will be 260 days. Paid holidays will include: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), Christmas Eve (1 day), Christmas (2 days), New Year's Eve (1 day), New Year's Day (2 days). The same holiday schedule as teachers will be followed during the regular school year, except for Spring Break. The superintendent, when necessary, may require those days (except for Good Friday) to become workdays. Flex days for teachers are normal workdays for Act 93 employees.

C. Use of Personal Vehicle

An employee shall be reimbursed at the rate set by the IRS per mile for use, after reporting to work, of his or her personal vehicle on school business.

D. Administrator Flex Account

There will be an annual Administrative Flex Account in the amount of \$1,200 per year. 100% of the flex account will be available July 1 of each school year. By July 15 after the July 1 availability date, each Administrator must make a one-time election for use of the \$1,200 amount to either 1) pay the monthly contribution for insurance premiums, 2) fund a Flexible Spending Account (on a pre-tax basis), or 3) fund a TSA contribution. This election may only be changed on the following July 15<sup>th</sup>.

In addition, if an Administrator does not make the election by July 15 for all or some of the \$1,200 amount, the undesignated amount may be used for reimbursement of health care related expenses (on an after-tax basis), such as for deductibles, co-pays, over-the-counter drugs, prescription glasses and uninsured medical expenses prescribed by a physician.

E. Professional Dues

Each administrator will be entitled up to \$600 per year paid to local, state and national professional organizations that are directly related to job responsibilities and authorized by his or her supervisor.

F. Tuition Reimbursement and Awards

Reimbursement for advanced study will be at the rate commensurate with the college or university established per credit cost as paid by the employee.

One hundred percent of the allowable tuition rate will be reimbursable to the administrator, up to a limit of 12 credits per year. Exceptions may be made by the superintendent or his/her designee for "cohort" programs. The maximum tuition rate paid by the district shall be based upon the tuition rate at the University of Pittsburgh.

The superintendent, or his designee, prior to the employee's enrollment in the course(s), must grant approval for tuition reimbursement. The course must be related to the administrator's field. Reimbursement shall be granted when the administrator provides evidence of course completion with a grade of B or better.

Any employee who earns a doctorate while in service in the district shall receive a one-time award of \$1,500 to be added to the employee's base pay beginning with the next fiscal year following earning the degree.

Any employee earning a master's degree related to the employee's assignment will receive a one-time award of \$500 to be added to the employee's base pay beginning with the next fiscal year following earning the degree.

If an administrator resigns from the District after the tuition reimbursement is paid, repayment of each individual instance of tuition reimbursement shall be made to the District according to the following schedule:

Resignation:

Less Than 1 calendar year from a reimbursement = 100%

1 Year of More, But Less Than 2 Years = 75%

2 Years or More, But Less Than 3 Years = 50%

3 Years or More, But Less Than 4 Years = 25%

Ex. If a reimbursement was made 1 time per year, for 4 straight years, and the employee resigns in the 4<sup>th</sup> year. They must repay 100% of the most recent reimbursement, 75% of the one from 1-year prior, 50% of the one from 2 years prior, and 25% from 3 years prior.

An employee's repayment for tuition reimbursement following a resignation may be waived at the sole discretion of the superintendent.

G. Severance Pay

Any Act 93 employee who leaves the district will receive \$100 for each sick day accrued during the course of employment at Quaker Valley, minus the days that have been transferred to another employer. Accrued vacation days will be compensated at the employee's per diem salary.

H. Sick Leave

12 sick leave days are granted at the beginning of each fiscal year. These accumulate without a cap. Annually, an Act 93 employee may use up to 6 of the accumulated sick days to care for a sick child or other member of his or her immediate family household or an employee's parents which may live outside the employee's household.

I. Sick Leave Bank

Any Act 93 employee who is unable to work due to illness, injury, disease, or disorder that is prolonged in time and who has exhausted all sick leave available may then request to be able to draw days from a sick leave bank to be established by the employees and the school district. Every employee in the Act 93 group shall deposit two (2) days in a pool and the school district will

deposit one (1) day for each employee during the first year of this agreement for the aforementioned purpose.

The sick leave bank committee is comprised of the QVEA president, the superintendent and a representative mutually agreed upon by the association president and the superintendent.

### *Regulations*

1. This program is intended to provide additional sick leave benefits for employees suffering from injuries, illnesses, diseases, and disorders that are prolonged in time. It is not intended to make anyone more than whole. Therefore, any employee receiving a compensated leave shall not be eligible for use of the sick leave bank.
2. The three (3)-member sick leave bank committee will review each written request to use the sick leave bank. Use of the sick leave bank will require the written approval of two of the three committee members.
3. An employee must exhaust all of his/her personal sick leave before qualifying for use of the sick leave bank.
4. Prior to using any days from the sick leave bank, an employee must wait ten (10) consecutive unpaid workdays following the exhaustion of the employee's personal sick leave. The sick leave bank committee may waive the ten (10) day waiting period taking into account any extenuating circumstances.
5. A physician's report certifying the individual's illness, injury, disease, or disorder shall be given to the sick leave bank committee. The committee will maintain strict confidentiality. The committee reserves the right to request a second opinion by a physician agreed upon by the employee and the majority of the committee, at a cost to be borne by the school district.
6. All days granted will be at the employee's regular sick leave rate minus appropriate deductions, and all benefits will continue.
7. Membership in the sick leave bank shall be continuous from year to year unless the member leaves the district through death, retirement, or resignation.
8. An employee may receive no more than 190 days of payment from the sick leave bank over the life of this contract.

9. Should the total available days in the sick leave bank fall below 100 total days, the bank shall be maintained and replenished by the employees and the school district by each employee depositing one (1) day in the pool and the district one-half (1/2) day per employee.
10. The school district and the Quaker Valley Education Association (QVEA) shall be held harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken or not taken by the district for the purpose of complying with any of the sick leave bank provisions.
11. Accounting responsibility of the sick leave bank resides with the QVEA.
12. The sick leave bank committee reserves the right to amend the existing provisions of the sick leave bank at any time pending approval by the general membership of the QVEA and the school district.

J. Insurance Coverage

1. Workers' Compensation insurance is provided to each employee as required by law.
2. While representing the district in matters pertaining to school and/or district operations, an Act 93 employee will be covered by the school district's liability (umbrella) insurance. The individual may also choose to add personal liability insurance under the flexible benefits program.
3. The district shall bear the full cost for each employee's group life insurance in the face amount of twice the employee's annual contract salary (rounded off to the nearest lowest \$100). The coverage will include a double indemnity clause.
4. Other available insurances include, but are not limited to: term or whole life insurance; accidental death and dismemberment insurance; and/or long-term care or disability insurance.

*Flexible benefits for full time employees in the Act 93 Group*

A. Cafeteria Plan

The district shall provide an IRS Section 125 cafeteria plan, with a Flexible Savings Account (FSA) and dependent care option.

B. Health Insurance

The district shall provide the Allegheny County Schools Health Insurance Consortium's standard HMO plan. The employee's premium-sharing contributions shall be as follows:

- **Act 93 Employees earning less than \$88,000 per year shall pay the greater of 10% or \$75 per month for individual coverage, or 10% of the premium cost for family coverage.**
- **Act 93 Employees earning more than \$88,000 per year shall pay the greater of 12% or \$75 per month for individual coverage, or 12% of the premium cost for family coverage.**
- **Yearly premium increases shall be capped at 6%**

Employees may contribute to purchase any other health insurance available through the Allegheny County Schools Health Insurance Consortium at their own expense.

C. Dental Insurance

The district shall provide each employee the Allegheny County Schools Health Insurance Consortium's standard dental plan, with riders A, B, C, and D. The district shall pay the full cost of the premium to provide full dental care coverage for each employee and his/her dependents.

D. Vision Insurance

The district shall provide the Allegheny County Schools Health Insurance Consortium's standard vision plan for each employee and his/her dependents at the district's expense.

E. Insurance Opt-Out Payments

Act 93 employees may opt out of health, dental and/or vision insurance. The opt-out dollar amount per month for the benefits not chosen shall be as follows:

*Note: Any employee opting out of the health insurance must provide evidence of alternate medical benefits.*

Type of Coverage	Health	Dental	Vision	Total monthly payment for opting out of all benefits	Total annual payment for opting out of All benefits
Single	\$240	\$20	\$5	\$265	\$3,180
Parent + Child Parent + Children	\$670	\$50	\$5	\$725	\$8,700

Husband/Wife Family					
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**V. Retirement Benefits**

**A. Health Insurance**

1. A retiring employee who has completed at that time five (5) years of service in the Quaker Valley School District shall be entitled to a maximum of ten (10) years of medical insurance or until such time as the retiree is eligible for other employer-provided or government-provided coverage, whichever comes first.
2. In addition, the retiring employee’s spouse shall be entitled to a maximum of ten (10) years of medical insurance or until such time as the retiree is eligible for other employer-provided or government-provided coverage, whichever comes first.
3. A retiring employee shall pay the same monthly premiums as active Act 93 employees. The final year salary shall determine the amount. Act 93 employees who qualify for PSERS Premium Assistance shall notify the school district of same, and the district shall subtract an equivalent amount from the district’s contribution toward retiree healthcare.
4. Should a married retired employee receive husband and wife insurance coverage, said coverage will revert to individual coverage in the event of the death or divorce of the retiree’s spouse. Should the retiree marry or remarry during the benefit period, he or she may buy up to husband/wife insurance coverage at his/her own expense paying the difference between individual and husband/wife medical insurance premium rates.
5. If a retired employee gets married after his/her official date of retirement, the retired employee’s new spouse is not entitled to district-provided health care coverage as outlined in item 2 above. (Note: Retired employees may contact the District to add his/her new spouse at an additional cost.)
6. Participation in other supplemental insurance programs, such as dental and vision insurance may continue after retirement at the retiree’s expense so long as it is available from the carrier.
7. If a retiree falls behind in payment more than ninety (90) days, the District reserves the right to terminate coverage under the District’s health plan.
8. In lieu of the health insurance benefit provided, the retiree shall have the option on an annual basis to opt out of the medical benefits available in the Section 125 Plan. The opt-out amount will be the same as that of the current active employee group, subject to the following:

Type of coverage	Health	Dental	Vision	Total monthly payment for opting out of all benefits	Total annual payment for opting out of all benefits
Single	\$150	\$10	\$2	\$162	\$1,944
Parent + Child	\$500	\$30	\$5	\$535	\$6,420
Parent + Children					
Husband/Wife/Family					

*Payments will only be made if the retiree provides evidence that he/she is, in fact, covered under another health insurance plan.*

- Any decision to re-enroll in the district’s plan will be subject to the regulations of the prevailing Allegheny County School’s Health Insurance Consortium plan for active employees.
- Nothing in this agreement shall supersede the rules and regulations of Section 125 of the IRS code.

**B. Retirement Bonus**

A one-time bonus applies for any Act 93 employee retiring with at least ten (10) years of service in the Quaker Valley School District:

Number of Years X \$750  
 Example: 10 Years X \$750 = \$7,500

**C. Unused Sick Days**

Any Act 93 employee who retires, and has completed five (5) years of service in the Quaker Valley School District, shall receive \$120/day for unused sick days.

Example:  
 If an employee retires with 100 sick days, he/she will receive the following payment for unused sick leave: \$12,000

**VI. Tuition for Children**

Any Act 93 employee who resides outside of the Quaker Valley School District may enroll his/her child in the district at a tuition rate of \$3,600 per year (\$300 per month over a twelve month period). If an Act 93 employee enrolls more than one child in the district, the tuition rate will be \$3000 per year per child (\$250 per month over a twelve month period).

**VII. Act 93 Communications**

Employee representatives of the Act 93 group may use school district communication facilities to relay information relative to this agreement.

**SUCCESSORS**

This agreement shall inure to the benefit of and be binding upon the parties hereto, their successors and assigns.

WITNESS the due execution hereof this \_\_\_\_\_ day of \_\_\_\_\_

**Quaker Valley School District**

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Dr. Heidi Ondek, Superintendent

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John M. Sheline, Director of Finance

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Sarah Heres, President, Board of School Directors

**Act 93 Group Representatives**

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Dr. Joseph Marrone, Director of Admin. Services

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Michael Mastroianni, Director Athletics and Activities

## APPENDIX A

### *Evaluation and Review Assignments*

<b>Position</b>	<b>Evaluator</b>	<b>Reviewer</b>
Director of Instruction and Learning	Superintendent	Assistant Superintendent
Director of Administrative Services	Superintendent	Assistant Superintendent
Director of Pupil Services	Superintendent	Assistant Superintendent
Director of Communications	Superintendent	Asst. Superintendent
Principal, Elementary	Assistant Superintendent	Superintendent
Principal, High School, Assistant	Assistant Superintendent	Superintendent
Principal, High School	Assistant Superintendent	Superintendent
Principal, Middle School, Assistant	Assistant Superintendent	Superintendent
Principal, Middle School	Assistant Superintendent	Superintendent
Principal, Ancillary Services	Assistant Superintendent	Superintendent
Assistant Director Pupil Services	Director of Pupil Services	Superintendent
Human Resources Specialist	Assistant Superintendent	Superintendent
Assistant Director of Finance	Director of Finance	Superintendent
Director of Food Service	Director of Finance	Superintendent
Student Information Specialist	Assistant Superintendent	Superintendent
Maintenance/Custodial Supervisor	Director of Admin. Services	Superintendent
Technician Supervisor	Director of Technology	Director of Admin. Services
Director of Collegiate Affairs	High School Principal	Assistant Superintendent
Director of Athletics and Activities	High School Principal	Superintendent

## Appendix B



### Quaker Valley School District Act 93 Evaluation Form

<b>Employee:</b>	<b>Date:</b>
<b>Evaluator:</b>	

- *Employee completes sections in blue*
- *Evaluator completes sections in black*

#### Annual Goals

The administrator should set up to 2 measurable goals. In the box below, the administrator should describe the goal(s), explain how the goal(s) will be measured, and discuss the rationale behind the goal(s).

**Goal(s) Description:**

**Measurement:**

**Rationale:**

**Mid Year Progress:**

**End of Year Reflection:**

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***Evaluation of Employee Goals***

**Goal 1**

Stated Goal:
Evaluator Review:
Percentage of Goal Completion: _____%

**Goal 2**

Stated Goal:
Evaluator Review:
Percentage of Goal Completion: _____%

***Employee Self-Assessment of Job Performance***

The Act 93 Employee will write a self-evaluative narrative of job performance based on job description and other pertinent indicators of performance

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***Evaluator Review of Job Performance***

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Employee's Signature	
Appraiser's Signature	
Reviewing Administrator's Signature	