

QUAKERTOWN COMMUNITY SCHOOL DISTRICT

**ADMINISTRATORS'
COMPENSATION
AND BENEFIT
PROGRAM**

October 1, 2014 - September 30, 2017

Quakertown Community School District
Administrators' Compensation and Benefits Program
October 1, 2014 – September 30, 2017

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I. Quakertown Community School District Policies

- A. Evaluation of Administrative Employees 313
- B. Compensation/Benefits for Administrative Employees 328.2

The Quakertown Community School District has written policies pertaining to administrative evaluation, compensation and benefits. This agreement between the District and the Act 93 Administrative Group defines and clarifies the provisions of these policies.

II. Evaluation Process

Evaluation of administrative employees shall be in accordance with the rules and regulations promulgated by the Pennsylvania Department of Education, commonly referred to as “Principal Effectiveness”.

Rating Categories shall be “Distinguished”, “Proficient”, “Needs Improvement” and “Failing” as proscribed by the Principal Effectiveness model.

Each year, members of the Act 93 Administrative Group will conduct a 360 degree feedback process to collect information from direct reports and other appropriate stakeholders regarding various aspects of the administrator’s performance. Protocols for the 360 degree feedback process will be developed in 2014-15 and will be applied consistently to group members. It is expressly understood and agreed that the 360 degree feedback received is for formative purposes only, will be reviewed by the Superintendent and administrator’s direct supervisor and the administrator only, and will not be used for evaluative purposes or retained by the district once reviewed and discussed.

III. 2014-15 Administrative Salary Ranges (2013-14 Midpoint + 2013-14 IU Average/2)

Position	Quartile 1		Quartile 2		Quartile 3		Quartile 4		Maximum
	Minimum				Midpoint				
High School Principal	106,918	to	120,282	to	133,647	to	147,012	to	160,376
Middle School Principal	104,084		117,095		130,105		143,116		156,127
Elementary Principal	102,089		114,850		127,612		140,373		153,134
Director (Curriculum, Secondary Education)	102,313		115,102		127,892		140,681		153,470
Director of Technology	92,308		103,847		115,385		126,924		138,462
Supervisor (Curriculum/Special Education)	94,538		106,355		118,172		129,989		141,806
Director of Pupil Services	103,580		116,528		129,476		142,423		155,371
High School Assistant Principal	93,287		104,948		116,609		128,270		139,931
Middle School Assistant Principal	92,336		103,878		115,421		126,963		138,505
	80%		90%				110%		120%

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Ranges are updated each year to reflect current salary data.

Master Salary Guide Ratios					
% of Midpoint:	Below Minimum	1st Quartile	2nd Quartile	3rd Quartile	4th Quartile
	< 80%	80% - 89.9%	90% - 99.9%	100% - 109.9%	>= 110%
Performance:					
Distinguished	2.00	1.71	1.43	1.14	0.86
Proficient	1.68	1.43	1.22	1.00	0.79
Needs Improvement	0.79	0.57	0.43	0.00	0.00
Unsatisfactory	0.00	0.00	0.00	0.00	0.00

IV. Administrator's Benefit Program

A. Health Care Insurance

The Board shall pay health care insurance protection as designated below:

1. For each employee who remains in the employ of the District, the Board shall make payment of health insurance premiums for the selected plan to provide coverage effective the first day of the month following employment, and ending the first day of the month after the date of resignation. The plans available shall be according to the provisions of the Agreement between the District and the Quakertown Community Education Association.
2. For those members electing to participate in individual, employee and child, employee and children, employee and spouse or family health insurance coverage the Board shall pay the percentage of premiums for the type of coverage selected according to the provisions of the Agreement between the District and the Quakertown Community Education Association.
3. The amount of the employee premium contribution will be recalculated on July 1 of each year of this agreement based on the premiums for Personal Choice then in effect.
4. The Act 93 group agrees to accept any additional change in plans, co-pays or employee participation in premium payment that is agreed to by QCEA during the life of this agreement. These changes would be implemented in the same manner and at the same time as the changes for the QCEA bargaining unit members.

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5. Employees who retire with a minimum of 25 years of eligibility for PSERS retirement or after their 55th birthday may remain in the Quakertown group insurance for this benefit at their own expense until they reach age 65.

B. Term Life Insurance

The District will provide term life insurance coverage in the amount of two times the administrator's salary up to a maximum amount of \$250,000.

C. Dental Insurance

1. The Board shall provide the full cost of a basic dental plan and supplemental coverage (which provides 100% coverage for oral surgery and 50% coverage for prosthetics, crown, inlay, and onlay restoration, periodontics, and a maximum reimbursable amount of \$1,000.00 for orthodontics) and their families currently offered by Delta Dental or a similar dental plan. Premium contributions and employee co-payments shall be in accordance with the Agreement between the District and the Quakertown Community Education Association.
2. Employees who retire with a minimum of 25 years of eligibility for PSERS retirement or after their 55th birthday may remain in the Quakertown group insurance program for this benefit at their own expense until they reach age 65.

The Act 93 group agrees to accept any change in plans, co pays or employee participation in premium payment that is agreed to by QCEA during the life of this agreement. These changes would be implemented in the same manner and at the same time as the changes for the QCEA bargaining unit members.

D. Physical Examination and Eye Examination

1. The District will provide an allowance up to \$200.00 per administrator for the cost of a physical examination and/or an eye examination once every three (3) years to cover only those charges not covered by the District medical insurance program. Also, the administrator may use the \$200.00 allowance to purchase eyeglasses or contacts.
2. All receipts shall be submitted to the Superintendent or his/her designee at the time reimbursement is requested.

E. Prescription Plan

1. The Board shall provide the full cost of a prescription plan for the employee and family during the term of this Agreement. Premium contributions and employee co-

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payments shall be in accordance with the Agreement between the District and the Quakertown Community Education Association.

2. Employees who retire with a minimum of 25 years of eligibility for PSERS retirement or after their 55th birthday may remain in the Quakertown group insurance program for this benefit at their own expense until they reach age 65.

The Act 93 group agrees to accept any change in plans, co pays or employee participation in premium payment that is agreed to by QCEA during the life of this agreement. These changes would be implemented in the same manner and at the same time as the changes for the QCEA bargaining unit members.

F. Voluntary Benefits

Act 93 administrators may participate in any voluntary benefits offered to other employee groups at the employee's own expense.

G. Sick Leave

1. Credit for 12-month administrators shall be granted for one (1) day of sick leave per month with a total of twelve (12) days per year to be available on July 1 of each year.
2. Sick leave shall accumulate without limitation.
3. At the discretion of the superintendent sick leave benefits for administrators may be extended.

H. Vacation Policy

1. Days allowed per year:
 - a. During the first year of employment with the Quakertown Community School District vacation will be prorated based on the number of days worked.
 - b. Administrators with one to five years of service in education will be entitled to ten (10) working days of paid vacation effective July 1 of first year.
 - c. Administrators with six to nine years of service in education will be entitled to twenty (20) working days of paid vacation effective July 1 of the sixth year.

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- d. Administrators with ten years or more of service in education will be entitled to twenty-five (25) working days of paid vacation effective July 1 of tenth year.
 - e. Vacation shall be in addition to holidays, which are declared for other employees when school offices are closed.
2. When permitted:
- a. Vacation earned in any year ending June 30 shall be available to the employee during the following fiscal year beginning July 1.
 - b. A minimum of ten (10) days of vacation must be taken during the summer or else forfeited, unless an exception is granted by the Superintendent (required of those administrators who qualify for twenty or twenty-five working days of paid vacation.)
 - c. All requests for vacation days shall be submitted in writing to the immediate supervisor of the administrator and approved by the Superintendent.
3. Accumulation and use of unused vacation:
- a. Vacation days are earned from July 1 to June 30 on a fiscal basis and prorated accordingly for new employees, but must be used before December 30 of the year following the year earned, unless exception is granted by the Superintendent.
 - b. In December of each year, administrators may elect to "sell back" up to two unused vacation days that would otherwise be lost on December 30 pursuant to paragraph 3.a. above. Payment for the day(s) will be at the administrator's base salary per diem rate.
 - c. Vacation time is non-cumulative.
4. Resignation and retirement:
- a. An administrator who resigns or retires from his/her position before the end of a fiscal year shall be credited with vacation earnings for the year proportionate to the length of his/her service during that year.
 - b. Administrators who have used all of the vacation which they would have earned before the completion of the year of service, and who terminate

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their employment before completing their year of service, shall compensate the District for having this privilege by having an amount withheld from their last check equal to the amount paid them for those days, by compensating the District or by working an equal number of days at their regular position for which they would not receive pay because of having been paid for those excess vacation days.

5. Vacation in advance:

An administrator may be granted vacation in advance at the time of his/her employment in an amount not to exceed ten (10) days. The advance allowance shall be repaid by vacation earned in the following year but not taken. If the administrator resigns, any advance vacation still owing shall be repaid to the District as per above provisions.

I. Professional Development/Growth

1. Each administrator will be reimbursed 100 percent of professional development/growth expenses up to a maximum of \$700.00 per fiscal year.
2. Professional development/growth expenses eligible for reimbursement are: Professional membership related to curriculum/scholarship/subject areas, professional subscriptions, and graduate level textbooks.

J. Credit Reimbursement

1. The District will reimburse administrators for up to twelve (12) credits per year at a maximum rate per credit of \$675.00.
2. The district will reimburse administrators on sabbatical leave for study a maximum of thirty (30) credits at a maximum rate per credit of \$675.00.
3. An administrator receiving credit reimbursement for any course ending on or after October 1, 2014 must remain employed by the District for three full years from the ending date of a course or activity in order to be eligible for the full reimbursement amount described in #1 and #2 above. In the event the administrator leaves District employment prior to the end of the three year period, the administrator will be required to repay a pro-rata portion of the reimbursement received according to the following schedule:
 - Leaves District employment before one full year from ending date of the course – repays full credit reimbursement amount received for the course

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- Leaves District employment after one full year from ending date of the course but before two full years from ending date of the course – repays 2/3 (two-thirds) of the credit reimbursement amount received for the course.
 - Leaves District employment after two full years from ending date of the course but before three full years from ending date of the course – repays 1/3 (one-third) of the credit reimbursement amount received for the course.
 - Leaves District employment after three full years from ending date of the course – no repayment required.
4. Prior approval of the Superintendent shall be required for all credit reimbursement. The Superintendent may, at his/her discretion, pre-approve credit reimbursement for professional development activities that are not part of a graduate program.

K. Service Increment

Administrators will receive an annual service increment beginning upon completion of fifteen (15) years of service in education. Service increment amounts shall be in accordance with the Service Increment schedule in the Agreement between the District and the Quakertown Community Education Association then in effect.

L. Retirement Severance

An employee who retires (retirement being defined as be having a minimum of 25 years of eligibility for PSERS retirement or being at least 55 years old upon severance from the School District) shall be entitled to a retirement severance for all accumulated unused sick leave. The rate of payment for accumulated unused sick leave shall be in accordance with the Retirement Severance rate schedule in the agreement between the District and the Quakertown Community Education Association then in effect.

M. Leave for Urgent Reasons

Any leaves of this nature, upon request, may be approved by the Superintendent without loss of compensation.

N. Jury Duty

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The District agrees to pay to any administrator who serves on a jury the difference between the amount paid to the employee for his/her service on the jury and his/her regular salary.

O. Funeral Leave

Administrators shall be granted funeral (bereavement) days as follows:

- 5 Days - father, mother, son, daughter, wife, husband
- 3 Days - brother, sister, parent-in-law, grandchild, near relative in the same household as the employee, or anyone with whom the employee has made his/her home
- 1 Day - first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, sister-in-law

P. Payroll Deductions

A plan of tax-sheltered annuity shall be available as an option for all administrators at the expense of the administrator. Payroll deductions shall be authorized by the administrator to the Payroll Office on a payroll deduction form furnished by the insurance company.

Q. Work Year

The work year for 12-month administrators shall consist of 260 work days each year regardless of the calendar year work days, unless the contract otherwise stipulates.

During the weeks in the summer when district "summer hours" are in effect, administrators may work offsite one day per week with the permission of their supervisor. The schedule/selection of the days worked at home must also be coordinated with job responsibilities and meeting schedule and must be approved by the supervisor.

R. Holidays

Administrators shall be entitled to fourteen (14) paid holidays annually during the term of this agreement.

S. Long-term Disability

A long-term comprehensive disability program is provided for each administrator

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under Standard Insurance Company Policy No. 626513.

T. Membership of Unit

The term "administrator" shall include the following positions: elementary principals, secondary principals and assistant principals (middle and senior high schools), Supervisor of Curriculum, Supervisor of Staff Development, Supervisor of Special Education, Program Directors, Director of Pupil Services, Director of Special Services, Director of Technology, Director of Secondary Education, Director of Elementary Education, and similar administrative, certificated or non-certificated job titles.

U. Midpoint Adjustments

During the term of this agreement the midpoints for each of the salary ranges will be adjusted by adding the average of the IU 22 salaries for the position and the current midpoint for the position and dividing this number by two. The current year information will be used to adjust the ranges for the next year. The comparable salaries used to determine the range for each position shall be limited to those individuals with similar leadership positions in IU 22.

V. Salary Increases

On October 1 of each year of this agreement, each administrator will receive a percentage increase to base salary equivalent to the current year Act 1 Index as published by the Pennsylvania Department of Education, adjusted by the index contained in Section III of this agreement, with the midpoint moving according to the agreed upon formula.

In each year of this agreement, the difference between 3.0% and the Act 1 Index amount as published by the Pennsylvania Department of Education shall be added to the performance incentive maximum percentage described in Section W below.

During the life of this agreement individual administrators may receive additional salary increases beyond the increase granted by the formula in order to provide equity within the range and to develop or maintain a corridor between the Act 93 group and the members of the QCEA. Any additional salary increases must be approved by the Board.

The Freshman Center House Principal shall receive a stipend in addition to salary components described in this Agreement to reflect the unique nature and additional responsibilities inherent in that house principal assignment. The stipend

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shall be equal to 45% of the differential between the High School Principal salary range midpoint and the High School Assistant Principal salary range midpoint for that year. This stipend is not part of base salary, is not subject to any salary increases other than resulting from the calculation described in this paragraph, and shall only be paid while the Administrator holds the Freshman Center House Principal assignment, pro-rated. If the Administrator's assignment changes, the stipend will cease to be paid.

W. Incentive Plan

During the life of this agreement there will be an annual performance incentive plan for all Act 93 administrators. For the 2013/2014 school year the maximum amount of the performance incentive that could be earned was 2.5% of the total base salaries of the administrators in the group who are participating in implementing the group goals. This 2.5% was divided into 1.5% for the K-12 group goal(s) and 1.0% for the goal(s) at each level. This performance incentive was paid as a lump sum after September 30 of 2014 for the percentage completion of goals in the 2013/2014 school year. The incentive will not be made part of the base salary. At least one goal will be a group goal for all members of the administrative unit. At least one goal will be established by level (elementary, middle, high school). The goals for the coming year will be established by October 15 of each year based on the Superintendent's goals as approved by the Board of School Directors. These goals will be reduced to writing with performance standards that allow for objective evaluation of results. The incentive will be divided in equal portions among the Act 93 administrators involved with each goal.

In each year of this agreement, the maximum amount of the performance incentive shall be increased from the prior year percentage by the difference between 3.0% and the Act 1 Index amount as published by the Pennsylvania Department of Education. For example, the maximum amount of the performance incentive earned during 2014-15 (and paid after September 30 of 2015) will be 2.5% plus .9% (3.0% minus the 2014-15 Act 1 Index of 2.1%) for a total of 3.4%. Sixty percent (60%) of this amount will be based on percentage completion of K-12 goals and forty percent (40%) of this amount will be based on percentage completion of goals by level.

X. Enhanced Benefit Package

It is further agreed that the enhanced benefit package will be maintained, providing for annual distributions of 3.0% over the base salary for each year of the agreement. The employee must complete a salary reduction agreement for a minimum of this amount to an eligible 403b account.

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Y. Term of Agreement

On this 23rd day of October, 2014, the Board of School Directors and the administrative staff have mutually agreed to the above provisions as attested to by the following signatures. This agreement shall continue in effect from October 1, 2014, until September 30, 2017.

BOARD OF SCHOOL DIRECTORS

By 
President

6/25/2015
Date

ADMINISTRATIVE COMMITTEE

By 
Chairperson, Act 93 Meet and Discuss Group

6/23/15
Date