

# **Red Lion Area School District**

**696 Delta Road  
Red Lion, PA 17356**

## **Administrative Compensation Plan**

**July 1, 2014 to June 30, 2019**

**APPROVED BY  
BOARD OF DIRECTORS**

## Table of Contents

Term of Compensation Plan.....	1
Definition.....	1
Compensation Plan.....	1
Fringe Benefits.....	2
Holidays.....	2
Vacation.....	2
Sick Leave.....	3
Family Illness Leave.....	3
Bereavement Leave.....	3
Emergency Leave.....	3
Long Term Leave Without Pay.....	3
Childrearing/Adoption Leave.....	3
Jury Duty Leave.....	4
College Credit Reimbursement.....	4
Health Care Insurance.....	4
Dental Insurance.....	5
Vision Insurance.....	5
Life Insurance.....	6
Long-term Disability Insurance Income Protection.....	6
Payment of Unused Sick Leave.....	6
Professional Dues.....	6
Professional Leave of Absence.....	6
Administrator Retirement Incentive Program.....	6
Appendix 1.....	7
Appendix 2.....	8

RED LION AREA SCHOOL DISTRICT  
ADMINISTRATIVE COMPENSATION PLAN

The Board of School Directors of the Red Lion Area School District adopts the following Administrative Compensation Plan pursuant to the "Public School Code of 1949," as amended, Section 1164 and Board Policy 328, "Wage and Salary." The Board recognizes the importance of maintaining an effective Management Team to strengthen the administration and educational programs of the District, and to establish and improve communications, decision-making, conflict resolution, and relationships among the members of the Team. To the extent possible, the annual meeting to discuss this Plan shall be scheduled in April. Either party may initiate scheduling such a meeting.

I. Term of Compensation Plan

This plan is effective July 1, 2014, and shall continue until June 30, 2019.

II. Definition

The term "Administrators" shall include the following positions for the purposes of this Plan:

A. Administrative Team

High School Principal  
Assistant High School Principal  
Junior High School Principal  
Assistant Junior High School Principal  
Elementary Supervisor Principal  
Elementary School Principal  
Director of Special Education  
Supervisor of Special Education  
Supervisor of Pupil Services  
Director of Buildings and Grounds  
Supervisor of Curriculum, Assessment and Instruction  
Project PRIDE Coordinator

III. Compensation Plan

Salaries for Administrators are determined by utilizing the Hay Compensation system. This system utilizes a point value for each position based upon a number of factors including past experience, employees and programs supervised, extent of responsibility, contacts, integrity of information, impact of error and the time required to complete job functions. Each of these attributes is assigned a numerical value to be used in determining the point value to calculate Administrative salaries.

A. Administrators may be asked to participate in the process of evaluating each of the positions covered in this group. A "Relative Worth Job Evaluation" will be completed to provide a numerical job value for each position.

- B. Midpoint salaries are determined for each position and are reviewed annually. To establish the midpoint, the job value is multiplied by a compensation factor to determine the midpoint for that position. The compensation factor is established based upon relative market values for each numerical point and is approved by the Board of School Directors. (See Appendix 2)
- C. A Performance Evaluation Form will address specific position responsibilities based on the job description, general skills, attitudes, organizational relationship, and individual professional goals. The administrators will provide input into the evaluation tool and the content of the individual sections.
- D. The salary increase will be based on the individual's performance and their position in their salary range (Appendix 1).
- E. The Board reserves the right to adjust Administrative compensation at any time as necessary to maintain an equitable and fiscally responsible Plan.

IV. Fringe Benefits

The following fringe benefits shall apply to all administrators covered by this Plan:

- 1. Holidays: All 12-month administrators receive eleven (11) paid holidays:

Christmas Eve, Christmas Day and the day after Christmas	3 days
New Year's Eve and New Year's Day	2 days
Thanksgiving Day and the day after Thanksgiving	2 days
Good Friday	1 day
Memorial Day	1 day
Fourth of July	1 day
Labor Day	<u>1 day</u>
	11 days

- 2. Vacation:

12-month Administrators	
Service (As an Administrator)	Vacation Days
0 – 5 Years	18 days
6 – 15 Years	23 days
16 + years	25 days

202- 220 day administrators	
Service (As an Administrator)	Vacation Days
0 – 5 Years	3 days
6 – 15 Years	4 days
16 + Years	5 days

Years of experience with the Red Lion Area School District and/or years of experience in Administration in the Commonwealth of Pennsylvania will be included for purposes of calculation of Vacation Days.

If an administrator leaves employment with the District, or leaves the administrative ranks during the fiscal year, the administrator will receive a pro-rata reduction in his/her vacation allocation for that year, as the allocation at the beginning of the fiscal year assumes a full year of service.

3. Sick Leave: The District will provide twelve (12) days of sick leave annually for all 12-month administrators and eleven (11) days of leave annually for 202-220 day administrators. There is no maximum number for purposes of accumulating sick leave.
4. Family Illness Leave: Administrators may use up to ten (10) days a year of their sick leave when illness in the immediate family requires them to remain home. Four (4) of the ten family illness leave days may be used each year for a father, mother, brother, sister, son, or daughter not residing in the employee's household (including step-parent, step-child, parent-in-law and son or daughter-in-law).
5. Bereavement Leave: The District shall provide up to three (3) days for bereavement in the event of the death of an immediate family member and up to one (1) day for the death of a near-relative.
6. Emergency Leave: The District may provide up to three (3) days emergency leave annually where warranted. Permission must be obtained from the Superintendent for use of such leave.
7. Long-term Leave Without Pay: An administrator who is unable to work because of illness or disability may be granted a leave of absence without pay for a period of one (1) year, subject to the approval of the Board of School Directors.
8. Childrearing (Maternity)/Adoption Leave: Administrators may be granted a leave of absence without pay for childrearing purposes as described in Policy 335.

9. Jury Duty Leave: Administrators may be granted jury duty leave without any deduction in salary. However, they must reimburse the District for any compensation they receive while on jury duty excluding payment for mileage.
  
10. College Credit Reimbursement: The District will provide college credit reimbursement at a rate equal to the prevailing per credit cost at Penn State University with a limit of twelve (12) credits during the fiscal year (September 1 thru August 31). All graduate courses must be approved by the Superintendent for reimbursement.

Credits for administrators who are accepted into a doctoral program are to be reimbursed at the Penn State University rate plus up to \$50.00 additional per credit, not to exceed actual cost.

Administrators not completing two years of service with the Red Lion Area School District after completing courses will be required to reimburse employer for courses taken in the prior 2 (two) years. The administrator will reimburse the District for such courses by payroll deduction or lump sum reimbursement.

Money reimbursed as college credit payment does not become a part of the employee's salary.

11. Health Care Insurance:<sup>1</sup> The District will provide for single; two-party and family health care benefits. The employee contribution for this insurance will be the same as required of professional employees.

Deductible – Annual

YEAR	Single	Family
2016	\$250	\$750
2017	\$250	\$750
2018	\$250	\$750
2019	\$250	\$750

Out of Network 2X

Health Care Premium Share

Year	Single	Parent/Child	Employee/Spouse	Parent/Child	Family
July 1, 2015	\$56	\$90	\$121	\$105	\$132
July 1, 2016	\$61	\$97	\$131	\$114	\$143
July 1, 2017	\$66	\$105	\$142	\$124	\$155
July 1, 2018	\$66	\$105	\$142	\$124	\$155

<sup>1</sup> Should the professional collective bargaining agreement (for the term of the within agreement) differ from the Act 93 Agreement with regard to health care insurance, the Board will engage in meet and discuss to alter health care insurance to mirror that which appears in the professional contract. Salary increases will be discussed in conjunction with any health care alterations.

Office Co-Pays

Year	Office Visit	Specialist	E-Room	Urgent Care
July 1, 2014-2019	\$20	\$30	\$75	\$30

Prescription Drugs

Year	Generic	Brand Formulary	Brand Non-Formulary
2015-16	\$15	\$30	\$35
2016-17	\$15	\$30	\$35
2017-18	\$15	\$35	\$40
2018-19	\$15	\$35	\$40

Mail Order 2x

Coverage of Working Spouses:

Effective July 1, 2014, if an employee has elected coverage for his/her spouse under Employer's health and hospitalization insurance and/or dental insurance (e.g., two party or family coverage) and the employee's spouse has coverage available from his/her own employer for individual coverage, the employee must pay a monthly surcharge of \$200, in addition to premium share in order to receive coverage under Employer's health plan. If the employee's spouse elects to leave Employer's health plan, employee will be provided with an incentive in the amount of \$1,000 either over 21 or 26 pay periods during 2015-17 and \$500 during 2017-19. Spouses who do not have coverage available from his/her own employer for individual coverage may remain on Employer's health plan by paying the appropriate premium share.

<u>Year</u>	<u>Monthly Surcharge to remain on plan</u>	<u>Incentive to leave plan</u>
2015-16	\$200	\$1,000
2016-17	\$200	\$1,000
2017-18	\$200	\$500
2018-19	\$200	\$500

8. Dental Insurance: The District will provide single; two-party and family dental care benefits equal to those provided for professional employees of the District. The employee contribution for this insurance will be at the same rate as professional employees; however, the amount of single coverage will be paid by the district. If two-party or family coverage is requested, the employee will pay the difference in premium contribution.

YEAR	2-Party	Family
July 1, 2014-2019	5	\$10

9. Vision Insurance: The District will provide for single; two-party and family vision benefits equal to those provided for professional employees of the District. The employee

contribution for this insurance will be at the same rate as professional employees; however, the amount of single coverage will be paid by the district. If two-party or family coverage is requested, the employee will pay the difference in premium contribution.

10. Life Insurance: The District will provide term life insurance for its administrative staff in an amount equal to two and a half (2 ½) times the nearest \$1000 of their annual salary up to a maximum of \$325,000. The District will assume the total premium cost of this insurance.
11. Long-Term Disability Income Protection Insurance: The District will provide a long-term disability income protection plan. Where an Administrator is qualified for long-term disability, payment will begin after the greater of either (i) 3 months, or (ii) the length of sick leave the Administrator has accrued. Benefits are in the amount of 60% of the Administrator's basic monthly salary, not to exceed \$7,500 per month. Each administrator will contribute \$2.00 per month toward the premium.
12. Payment of Unused Sick Leave: Payment for unused sick leave shall be computed at the rate of \$50.00 per day for each day of unused sick days up to a maximum amount of \$10,000. Eligibility for such payment is the same as that required of professional employees. Disbursement of funds will be directed to a post retirement 403(b) account within 30 days of retirement and will be paid in 4 annual installments no later than October 30<sup>th</sup> of each year.

If notice of retirement is not provided within 120 days prior to the effective retirement date, the retiree will not be eligible for payment into the 403 (b) account. Exceptions may be granted at the discretion of the Board of School Directors.

13. Professional Dues: The District will provide the payment of dues for one professional organization of the Administrator's choice annually as approved by the Superintendent. Additional professional organization dues will be paid up to \$200.00.
14. Professional Leave of Absence: Section 1166 of the Public School Code of 1949 provides for leaves of absence for any person employed in the public school system who has completed ten (10) years of satisfactory service as a member of the Red Lion Area Administrative staff for restoration of health, or professional development, or, at the discretion of the board of school directors, for other purposes. Specific details of these benefits can be found in Board Policies 338 & 338.1.
15. Administrator Retirement Incentive Program: The District will provide an early retirement incentive program accordingly:
  - In order to receive the incentive retirement, an Administrator must have completed thirty-two (32) years of service in public education.
  - The last ten (10) years of service must have been completed in the Red Lion Area School District as an Administrator.



- Any funds received will be disbursed into a 403(b) account within 30 days of retirement and will be paid in 4 annual installments no later than October 30<sup>th</sup> of each year.
- If notice of retirement is not received within 120 days prior to the effective retirement date, the retiree will not be eligible for payment into the 403 (b) account. Exceptions may be granted at the discretion of the Board of School Directors.
- The following schedule will be used to determine the retirement incentive:

Years of Service	Incentive Amount
32	\$18,000
33	\$16,000
34	\$14,000
35	\$12,000
36	\$ 10,000
37	\$ 8,000
38	\$6,000
39	\$4,000
40	\$2,000

## APPENDIX 1

### Compensation Plan 2014-2019

#### DETERMINING SALARY INCREASES

This matrix is based on an individual's performance and their position in their salary range. The following steps are used to determine an employee's pay raise:

1. Determine the total Performance evaluation score. (Outstanding, Commendable, Satisfactory, Needs Improvement, Unsatisfactory)
2. Use the following formula:
 
$$\frac{\text{Current Salary}}{\text{Current Midpoint}} = \text{Percentage of the midpoint}$$
3. The percentage of the midpoint along with the total evaluation score will determine the pay raise formula by where the two intersect on the matrix.
4. There will be a variable percentage amount (X) determined by the school board. The School Board will determine X prior to evaluations. So, the actual pay raise is then determined by the percent added or subtracted from X.

For example, in the sample matrix below, if an individual received an evaluation score of "Commendable" and their midpoint percentage is at 87%, with the Board determining that X will equal 2.0%, then the pay raise for this individual would be a 3.0% pay raise.

	80% - 88%	89% - 97%	98% - 106%	107% - 115%	Over 116%
OUTSTANDING	X + 1.5	X + 1	X + .5	X	X - .5
COMMENDABLE	X + 1	X+.5	X	X - .5	X - 1
SATISFACTORY	X + .5	X	X - .5	X - 1	0
NEEDS IMPROVEMENT	0	0	0	0	0
UNSATISFACTORY	0	0	0	0	0

## APPENDIX 2

The following matrix provides agreed increase amounts and Compensation Factor for the term of this agreement:

<b>Year</b>	<b>Matrix %</b>	<b>Merit %</b>	<b>Compensation Factor</b>
2014 – 15	0.0 %	0.0 %	\$59.250
2015 – 16	2.0 %	1.0 %	\$60.440
2016 – 17	2.0 %	1.0 %	\$61.640
2017 – 18	2.0%	1.0 %	\$62.880
2018 – 19	2.0%	1.0 %	\$64.130

