



**Administrators and Supervisors I
Handbook
On Compensation and Related Benefits
School Board Policy No. 328**

**Of School Directors
June 26, 2014**

**July 1, 2014 through
June 30, 2017**

ADMINISTRATORS AND SUPERVISORS I

HANDBOOK

ON COMPENSATION AND RELATED BENEFITS

I. RECOGNITION

For the purpose of discussing compensation and related benefits, the Board recognizes the Rose Tree Media Association of Administrators and Supervisors (ADSUP I) as the representative for the Principals, Assistant Principals, Director of Pupil Services, Director of Technology and Information Science, Supervisor of Special Education, Network Specialist, Information Systems Specialist, School Psychologists, Athletic Director, Accountant, Supervisor of Business Operations, Transportation Supervisor, Management Systems Administrator, Home and School Visitor. This group will in this document and here and after be referred to as ADSUPI.

II. ADJUSTMENT AND EQUALIZATION OF ADSUP I - RTMEA BENEFITS

At minimum, equivalent benefits granted to the teachers association will, at the same time, be granted to the members of ADSUP. A committee of ADSUP I members will meet with the School Board and the Superintendent to discuss benefits granted to the teachers' association which are not available to ADSUP members in this policy.

III. ANNUAL LEAVE (TWELVE-MONTH EMPLOYEES)

- A. Each ADSUP I member completing one year of service will earn twenty-three (23) vacation days paid vacation per year to be accrued monthly at the rate of 1.9167 days per month. One additional vacation will be granted for each five years of administrative service in Rose Tree Media School District, to a maximum of twenty-five (25) days. Newly hired administrators will be granted fourteen (14) days in the first year.
- B. In case of resignation or retirement, an individual will be compensated at his/her per diem rate for unused, accumulated annual leave, not to exceed twenty (20) work days.
- C. During the winter recess/and spring vacation when school is not in session, individuals on a twelve-month contract are expected to be on duty. However, the Board recognizes the integrity and good judgment of its executives in interpreting their own work schedule for these days. If leave is desired during these time periods, individuals are free to take annual leave if there is not pressing business.

D. Employees may carry over a maximum of 30 days to a new school year. Employees must use eleven (11) vacation days each year. If eleven (11) vacation days are used, employees may request to be paid for a maximum of ten (10) unused vacation days at per diem rate to be paid no later than July 31.

IV. SICK LEAVE

Members shall accumulate twelve (12) sick leave days at the rate of one per working month. The concept of a Sick Leave Bank may be developed and jointly agreed upon by the Board and ADSUP I.

V. SICK LEAVE BUY-BACK

The employee must have completed ten (10) years of continuous employment with the Rose Tree Media School District as a permanent member of the staff or have a mutually agreed upon alternative between the board, superintendent and ADSUP I employee to be eligible for this benefit.

The Board will pay the employee upon termination of his/her employment with the Rose Tree Media School District for the duration of the contract as follows:

	<u>2014-2017</u>
days 1-100	\$60 per day
days 101-150	\$70 per day
days 151-250	\$75 per day
Beyond 250	\$80 per day

VI. SICK LEAVE BANK

If the Rose Tree Media Education Association establishes a sick leave bank, the ADSUP I group will be allowed to establish one also.

VII. PERSONAL AND EMERGENCY LEAVE

Individuals will be allowed five (5) days per year for emergencies and personal business which must be conducted during school hours. Such paid absences may be designated as confidential, and will be granted after prior written approval of the immediate supervisor. Any unused personal days will be converted to sick leave on July 1 of each fiscal year.

VIII. UNPAID LEAVE OF ABSENCE

An unpaid leave of absence may be granted for a specific period of time during which the employee provides no service to the district, receives no salary or benefits, yet is retained as a district employee. Except as otherwise provided, leave commencement and termination dates shall be the first and third quarters to coincide with the end of marking periods.

The Superintendent shall make recommendations to the Board, which shall consider each case individually. The sole consideration in granting such leave shall be the welfare of the students and the availability of suitable replacements.

IX. PROFESSIONAL DUES

Subject to the Superintendent’s approval throughout the duration of this agreement, each member shall receive a \$750 allocation for memberships in professional associations each year.

Receipt of payment of dues will be made available upon request.

X. Professional Development Reimbursement

- A. Professional Development reimbursement will be paid for by the Board contingent upon the Superintendent’s written approval of the course or program and the institution offering same .
- B. The Board will reimburse the cost of professional development up to \$7,500 per individual for courses or programs that are approved by the Superintendent as directly beneficial to the individual and the school district. A maximum of \$35,000 will be available.
- C. Fund Allocation

Summer I and Summer II	Fall	Spring
2014-2017 \$11,667	\$11,667	\$11,666

- D. Process for submission of course requests
 - 1. All ADSUP I members must file a formal request for professional development reimbursement prior to the start of each academic semester.

X. Professional Development Reimbursement, continued

2. Course requests deadlines:

Fall semester: by August 15th
Spring semester: by January 1st
Summer I and II: by May 1st

3. Professional Development requests for that academic semester will be equally distributed among all ADSUP I members using each individual's first professional development request. For individuals requesting additional reimbursements for the same academic semester, any remaining funds will be equally distributed.
4. Any remaining balance will be forwarded to the next academic semester.

XI. AUTOMOBILE REIMBURSEMENT

Individuals using their own automobiles in pursuance of school duties will be reimbursed at the rate allowed by the US Internal Revenue Service.

XII. LEGAL ASSISTANCE

At the Superintendent's discretion, the School Board Solicitor will be made available to individuals sued for performance within the jurisdiction of their assignments.

XIII. NOTIFICATION OF ELIMINATION OF POSITION

Every effort will be made to provide written notification of one year in instances in which an ADSUP I position is to be eliminated.

XIV. HOLIDAY AND SUMMER WORKSHOP ATTENDANCE

Ten-month members of ADSUP I whose attendance is mandatory during July and August will be paid at their per diem rate.

XV. INSURANCE BENEFITS

A. Health and Hospitalization

1. Flex Benefits

The board and members of the administrative team will work together to review a mutually agreed upon flex benefit plan. Funds will be allocated to each administrator to purchase annual benefits through the flex benefit plan or continue with No. 2 as outlined below.

2. Contribution to Benefits/Medical Insurance

ADSUP I members shall contribute the following percentages of the applicable premium cost by payroll deduction.

Effective July 1, 2012 9%

Coverage: Independence Blue Cross Personal Choice Option 20/30/70 or equivalent. The Board has the right to select the insurance carrier. Should the ADSUP I member choose a more expensive available plan, the member must pay the difference between the applicable premium for Personal Choice 20/30/70 and the plan chosen.

The foregoing medical benefits enumerated above shall, for the remaining years of this agreement, be the same as those benefits afforded members of the Rose Tree Media Education Association, including the same contributions for those benefits as may apply to the members of that Association.

3. Withdrawal Bonus

Each employee who chooses not to elect health and hospital coverage with Rose Tree Media School District shall receive monthly payments equal to single employee contribution rates. If the employee chooses to reenter the plan, the first reentry shall be at no cost to the employee. Any subsequent reentry shall cost the employee 25% per month of the contribution rate for one year.

4. Dental

a. Contributions:
Board shall contribute one hundred percent (100%) of the premium for the individual or family plan coverage.

b. Coverage:
Basic Delta Dental plan or equivalent. The Board has the right to select the insurance carrier.

5. Dental Supplemental - Oral Surgery

a. Contributions:
Board shall contribute one hundred percent (100%) of the premium for the individual or family plan coverage.

XV. INSURANCE BENEFITS, continued

- b. Coverage:
Oral Surgery (100% UCR)
Prosthetics (50% UCR)
Periodontics (50% UCR)
Delta Dental Oral Surgery Plan or equivalent

6. Dental Supplemental - Orthodontics

- a. Contributions:
The Board shall contribute one hundred percent (100%) of the individual or family plan coverage.
- b. Coverage:
Delta Dental Orthodontics Plan or equivalent. The Board has the right to select the insurance carrier. Effective July 1, 2004, the maximum lifetime orthodontic benefit will be \$1,600.

7. Vision

- a. Contribution:
The Board shall contribute one hundred percent (100%) of the premium for family plan coverage per month toward the employee's subscription.
- b. Coverage:
Eye examination and refraction service. Vision Benefits of America Plan or equivalent. The Board has the right to select the insurance carrier.

8. Prescription Plan

- a. Contribution:
ADSUP I members shall contribute the following percentages toward the premium for prescription coverage:

Effective July 1, 2012: 9%

The foregoing medical benefits enumerated above shall, for the remaining years of this agreement, be the same as those benefits afforded members of the Rose Tree Media Education Association, including the same contribution for those benefits as may apply to the members of that Association

- b. Coverage:
The Board has the right to select the insurance carrier.

XV. INSURANCE BENEFITS, continued

9. Disability income Protection

- a . Base insurance plan for the individual in first two years in the district amounts to approximately 66 2/3% (as determined by insurance carrier) of monthly salary, payable for one year. Payments begin after sixty (60) days of disability to a maximum

of \$6,111 per month. The Board has the right to select the insurance carrier.

- b . Individual in his/her third year with district is eligible for long-term disability. If disability continues into second year, benefits amount to approximately 66 2/3% (as determined by insurance carrier) of salary to a maximum of \$6,111 per month, payable to age 65.
- c . Long-term disability supplement provides that an eligible individual will receive 75% of his/her salary, to age 65, if disability results from an on-the-job injury.

10. Life Insurance

Each full-time member shall receive at Board expense term life insurance of 3x annual salary. Additional term life insurance may be purchased by the individual as the insurance carrier's contract allows.

11. Tax Sheltered Annuity

The district will provide a TSA program up to 2.0% of salary with a dollar for dollar match by the employee contribution and consistent with the Tax Code.

12. Automobile

The Board will provide no ownership liability insurance as the secondary insurer to supplement the individual's own insurance for accidents occurring while on authorized school business.

XV. INSURANCE BENEFITS, continued

13. Self Insurance Fund

The Board will provide up to \$2,000 per ADSUPI member for an annual physical examination and medical reimbursement. Verification of the physical examination and the date on which it occurred will be submitted to the Human Resources Department. The results of the physical examination are to be confidential and the property of the administrator. In addition, any unreimbursed medical, dental and/or vision costs will be paid up to the balance of the \$2,000. Original receipts will be provided.

In the event the district moves to a high deductible medical plan accompanied by a Health Savings Account or a Health Reimbursement Account, the balance of the \$2000 will be contributed to the employee's Health Savings Account/Health Reimbursement Account to the extent permitted under federal regulations.

14. Post Retirement Health Benefit

Rose Tree Media School District agrees to pay medical, prescription, dental and vision insurance upon retirement for those members of ADSUP I with a minimum of 10 years of service as members of the administrative team in the Rose Tree Media School District. Benefits will be paid at the rate of 85% of the cost of the premium for Personal Choice 20/30/70 in effect at the time of retirement, to Medicare eligible age or for a maximum of 7 years. Coverage will extend to the employee or employee and spouse based on the coverage in effect at the time of retirement, with the right of survivorship. Employee must be at least 55 years of age to be eligible and must actually retire under the terms of the Pennsylvania Public School Employees Retirement System within 60 days of the termination date. In no case will the coverage extend to the retiree or spouse beyond Medicare eligible age.

XVI. SALARY

- A. Each year by March 31, the Superintendent will notify any individual whose performance may adversely affect future salary consideration. This notification will be in writing, and followed by a conference involving the Superintendent, the individual, his immediate supervisor, a representative of ADSUP I (if requested by the individual) and other appropriate parties..

XVI. SALARY, continued

- B. The Board will provide salary increases in the amount of 2% per year for the period July 1, 2014 through June 30, 2017. Administrators whose salaries are at or above the maximum of the range will have their salaries capped until such time as the maximum of the range exceeds the administrator's salary.
- C. ADSUP I Members whose salaries are below the midpoint will be moved to the midpoint by the end of the second year in the position. For purposes of movement toward midpoint, an administrator who is hired prior to December 1 of the School year will be given credit for that year.
- D. ADSUP I Members who have completed ten years of service as members of the ADSUP I group will move to a salary half way between midpoint and maximum in their designated salary range. For purposes of this movement, an administrator who is hired prior to December 1 of the school year will be given credit for that year.

Administrators whose performance does not meet expectations or whose performance is unsatisfactory may receive no salary increase or a partial salary increase as determined by the superintendent.

- E. Newly hired ADSUP I members without experience will be placed at the minimum of the range. Salaries for candidates with experience in the position being filled will be calculated using the following formula:

Minimum salary for the range plus standard increase for the year $x .5 x$ years of experience. EX: $\$105,000 + (\$105,000 x .04 x .5 x 4) = \$113,400$. Entry salaries would be capped at the midpoint of the range unless expressly approved by the BSD.

XVII. COMPLAINT PROCEDURE

- A. If any ADSUP I member designated in 1. feels the subject of a violation of School Board Policy, exclusive of contracts, personnel handbooks and agreements with employee groups, he/she may avail himself/herself of the following procedure if initiated within ten (10) working days of the alleged violation (a "day" is defined as a working day):
 - 1. Discuss the matter with his/her immediate supervisor and/or other appropriate administrative or supervisory personnel.
 - 2. If the difference is not resolved, the complainant will explain his/her position in writing, to the Superintendent within ten (10) days of the alleged occurrence, and notify him/her that he/she is invoking this complaint procedure. The Superintendent will confer with the complainant within ten (10) days of receiving such notice.

XVII. COMPLAINT PROCEDURE, continued

3. The Superintendent will send his decision, in writing, to the complainant within five (5) days of the conference.
4. If the complainant is not satisfied with the Superintendent's decision, he may, within five (5) days of its receipt appeal the decision to the Board of School Directors, with a copy to the Superintendent.
5. The Board will confer with the-complainant and Superintendent within thirty (30) days of receipt of the appeal.
6. The Board promptly will send its decision, in writing, to the complainant and Superintendent. Board's decision will be final and binding.
7. The Board does not intend to waive legal rights of the complainant. If the complainant elects to proceed by any other legal remedy, he/she shall waive his/her rights to proceed under this complaint procedure.

B. In following this procedure, these provisions will apply:

1. All conferences will be held at a time mutually convenient to all participants and will be confidential.
2. Either party may invite other persons to attend conferences.
3. Failure at any step of this procedure to communicate decisions within the specified time limits shall permit the complainant to lodge an appeal at the next step of the procedure.
4. Failure by the complainant to observe any deadline will discontinue the process beyond that step.
5. The time limits specified in this procedure may be extended by written mutual agreement, with the exception of the initial ten (10) day period in which a complaint must be filed.

XVIII.. MEET AND DISCUSS PANEL

A Meet and Discuss Panel will be selected for the purposes of discussing matters of concern to both the School Board and to ADSUP I. The Panel will consist of three (3) Board members, the Superintendent, and four (4) ADSUP members (selected by ADSUP I). The Panel will meet as needed on a mutually agreed upon basis.