

SCHOOL DISTRICT OF HAVERFORD TOWNSHIP

**ADMINISTRATIVE/SUPERVISORY
COMPENSATION
AND
FRINGE BENEFITS GUIDE**

JULY 1, 2014 – JUNE 30, 2017

SCHOOL DISTRICT OF HAVERFORD TOWNSHIP
ADMINISTRATIVE/SUPERVISORY COMPENSATION & FRINGE BENEFITS

COMPENSATION

1. See Appendix A & B.
2. Scheduling of additional workdays beyond the pupil school year will be determined by the District in accordance with the total educational and business needs of the District. Every effort will be made to notify administrators who work less than a twelve (12) month (260 days) work year by May 1 of their scheduled work days beyond the normal school year.

EMPLOYEE FRINGE BENEFITS

1. Health Program

The District will provide medical, dental and prescription drug insurance at the same level of financial support as they have contracted with the HTEA.

2. Cost Containment Provisions

The following provisions have been agreed to for the purpose of assisting the District in containing the cost of providing medical benefits to its employees and limiting the future increases in those costs:

- a) Employees may opt out of all medical, prescription, and dental plans and receive an annual taxable cash payment equal to twenty-five (25%) of the full premium costs of the coverage for which the employee is eligible for lowest cost plan with prescription and high dental. To be eligible for the payment, the disenrollment must be for a minimum period of one (1) year.

SCHOOL DISTRICT OF HAVERFORD TOWNSHIP
ADMINISTRATIVE/SUPERVISORY COMPENSATION & FRINGE BENEFITS

3. Death Benefit

- a) For an employee who became an administrator prior to September 1, 1990, District will provide death benefit equal to four (4) times basic annual earnings rounded to the nearest \$500 up to a maximum of \$300,000.

- b) For an employee who becomes an administrator after September 1, 1990, District will provide a death benefit equal to three (3) times basic annual earnings rounded to the nearest \$500 up to a maximum of \$250,000.

- c) “Basic earnings” does not include overtime, bonuses or other special compensation.

- d) Change in an employee’s amount of insurance due to a change in classification or compensation will become effective on the first day of the month following the month in which the change occurs.

- e) Insurance amounts will be reduced by 35% on the first day of the month following the month in which the employee attains age 65 and will be further reduced to 50% of the pre-age 65 amount on the first of the month following the month in which the employee attains age 70.

SCHOOL DISTRICT OF HAVERFORD TOWNSHIP
ADMINISTRATIVE/SUPERVISORY COMPENSATION & FRINGE BENEFITS

4. Retirement Benefits

a) Retirement Allowance

Administrators/supervisors with a minimum of five (5) years of district service retiring from the School District of Haverford Township under either, (a) the Superannuation provisions of the Public School Employees Retirement System, or (b) have twenty-five (25) years of credited service in PSERS, and who are receiving the retirement annuity will receive a non-elective employer contribution to their 403(b)/457 accounts equal to \$100 per day multiplied by the number each retiree's accumulated unused sick/personal leave days.

This provision shall also apply in the event of death of an employee while in active employment or on approved leave of absence.

b) Upon retirement from the District, the employee shall receive a non-elective contribution to their 403(b)/457 through one of the district approved providers equal to their per diem rate multiplied by the number of the retiree's accumulated vacation days to a maximum of 35 days.

5. Tuition Program

Each administrator/supervisor will be reimbursed up to 3 graduate courses per year for approved college credits; or other District approved job-related schooling or training successfully pursued. This benefit may be applied to two years of dissertation fees.

At the Superintendent's discretion, an administrator/supervisor may request to take up to six (6) graduate courses per year for reimbursement. An employee who leaves employment with the District within one year of receiving tuition reimbursement beyond three (3) courses will be obligated to repay the District the amount reimbursed.

SCHOOL DISTRICT OF HAVERFORD TOWNSHIP
ADMINISTRATIVE/SUPERVISORY COMPENSATION & FRINGE BENEFITS

6. Allowable Absences

a) Sick Leave

Twelve (12) month (260 days) administrators/supervisors shall receive, with proper approval, twelve (12) allowable sick days a year, and ten and one-half (10 1/2) month (215 days) administrators/supervisors shall receive, with proper approval, eleven (11) sick days a year without loss of pay; and shall be permitted to accumulate without limit all unused days.

b) Emergency Personal Days

Three (3) emergency personal days will be granted and any unused personal days may be accumulated to a maximum of five (5) days. Such paid absences may be designated as confidential, and will be granted, after prior written approval, to administrators/supervisors who could not have conducted such emergency personal affairs after the normal work day. Unused personal emergency days beyond the maximum accumulation permitted will be added to accumulated sick leave days effective with days earned after July 1, 1980.

NOTE: Emergency Personal days designated as confidential require one (1) week advance notice.

c) Schools Closed

Administrators/supervisors will not be required to report for work on days when school are closed due to inclement weather. On such days, however, HASA members will abide by the previously accepted definition of "work schedule" – i.e., "the work schedule will be based upon performance at the highest level of efficiency." Implied in this definition is the need for some employees to meet certain obligations – regardless of weather conditions and the absence of other employees.

SCHOOL DISTRICT OF HAVERFORD TOWNSHIP
ADMINISTRATIVE/SUPERVISORY COMPENSATION & FRINGE BENEFITS

7. Provisions for Leave of Absence

The Board may grant leaves of absence, without pay, except as otherwise provided by law, to supervisors and administrators for the following reasons:

- a) Medical
- b) Study in an institution of recognized rank
- c) Military Leave
- d) Child Rearing
- e) Any other leave deemed appropriate by the Board of Education

All conditions covering leaves; i.e., eligibility and qualification of length of leave, procedure for application, status during leave, return to duty, shall be based upon the same benefits received by other professional staff members. These shall include but not be limited to, retention and accumulation of all benefits, including salary progression during sabbatical leave of absence.

8. Vacation Eligibility

Twelve (12) month (260 days) administrators/supervisors who have completed one full fiscal year of service will have accrued twenty-two (22) days paid vacation. Those with less than one (1) full fiscal year of service will be granted vacation in the next fiscal year on a pro rata basis. One additional vacation day will be provided for each five years of administrative service to a maximum of twenty-five (25) days. With the approval of the Superintendent, up to ten (10) days of unused vacation may be carried over to the next vacation year. Up to 5 days in excess of 10 will be compensated at 25% of per diem rate, not to exceed \$100.00 per day, up to 5 days. This contribution will be a non- elective contribution to the employee's 403(b) account.

Administrators who terminate from the District or who are assigned to positions in the District outside of the administrative/supervisory group shall receive payment for accrued and unused vacation.

SCHOOL DISTRICT OF HAVERFORD TOWNSHIP
ADMINISTRATIVE/SUPERVISORY COMPENSATION & FRINGE BENEFITS

9. Work Schedule

a) Work Year

Twelve (12) month (260 days) administrators/supervisors will be paid 260 days annually, including periods of vacation eligibility and holidays. Designated holidays are listed on the approved District Calendar.

Ten and one-half (10 1/2) month (215 days) administrators/supervisors will work a shorter work year with no vacation or holiday eligibility.

b) Work Day Schedule

The work schedule will be based upon the time necessary to complete the responsibilities of the employees' position/assignment at the highest level of efficiency in the best interest of the district.

10. Protection

a) If an administrator/supervisor, while acting in a legal manner within the jurisdiction of his/her assignment, is complained against or sued, the Board will provide legal counsel and render all necessary assistance in his or her defense either through the office of the Solicitor or with the insurance agreement currently in effect. It shall be the responsibility of the supervisor or administrator to bring any such complaint to the attention of the Board in writing as soon as possible. Professional liability insurance will be provided under a blanket District policy. Such coverage shall apply even after separation from the District provided the claim at issue relates to circumstances that occurred during employment with the District.

b) The time lost by any supervisor or any administrator in connection with any incident mentioned in 10(a) above shall not be charged against allowable absence eligibility.

SCHOOL DISTRICT OF HAVERFORD TOWNSHIP
ADMINISTRATIVE/SUPERVISORY COMPENSATION & FRINGE BENEFITS

11. Jury Duty/Court Order

The District will pay to administrators/supervisors required to serve jury duty their normal base pay.

The administrator/supervisor will furnish a copy of the court order and a statement from the Clerk of the Court attesting to the amount of jury duty monies paid. The administrator/supervisor will reimburse the District this amount.

The above provisions shall also apply to absences for reason of subpoena.

Absences under this provision will not be charged the allowable absence eligibility.

12. Travel Insurance

Administrators/supervisors will be covered under a District-sponsored business travel insurance program while on school business.

13. Long-term Disability

The District will provide a long-term disability policy for long-term serious illness and/or disability which prevents the administrator/supervisor from performing his/her duties. After a waiting period of 30 calendar days the employee will earn a benefit of 66-2/3% of their pay for as long as they are disabled or until age 65. Any income received from other sources such as but not limited to workers compensation, social security and PSERS will be deducted from the 66-2/3%. With this option employee can collect sick pay in addition to this benefit.

Additionally, the school district shall provide health insurance benefits up to the district contribution level for twelve months after exhaustion of employee's sick leave or FMLA, whichever comes last.

SCHOOL DISTRICT OF HAVERFORD TOWNSHIP
ADMINISTRATIVE/SUPERVISORY COMPENSATION & FRINGE BENEFITS

14. 403 (b) Matching Contribution

The School District will match the Administrators/supervisors contribution to the Administrators/supervisors 403(b) retirement plan up to a maximum of 2% of the employee's gross salary. The 403(b) matching contribution is capped at \$2,000 for 2014-15, \$1,000 for 2015-16 and \$0 for 2016-17 and thereafter will not be offered.

15. Mileage Allowance

Administrators/supervisors required in the course of their duties to drive personal automobiles shall receive a mileage allowance. The rate of that allowance shall be the approved IRS allowable reimbursement rate. Such mileage must be approved by the immediate supervisor. No mileage will be granted traveling to the first work assignment of the day or leaving the last assignment while enroute to and from the place of residence.

16. Injury on the Job

Absence due to injury determined to have been incurred in the course of the employee's employment while assuming the responsibilities assigned by the Administration, shall not be charged against the employee's sick leave days through the 94th workday. The salary paid by the District shall be the difference between the employee's regular salary and the amount paid by

Worker's Compensation. Commencing on the 95th work day, the District will charge the employee for sick days in the same proportion as the District contribution needed to augment Worker's Compensation to equal the employee's regular salary.

All other fringe benefits shall continue as though the administrator/supervisor were working.

SCHOOL DISTRICT OF HAVERFORD TOWNSHIP
ADMINISTRATIVE/SUPERVISORY COMPENSATION & FRINGE BENEFITS

17. Theft and Vandalism

A fund of \$4,000 is maintained by the District to reimburse administrators/supervisors for theft or destruction of personal property while the employee is acting in the proper performance of his/her duties and responsibilities. Should the total of all claims submitted and approved exceed \$4,000 during any one school year, individual claims will be prorated accordingly. Payment on all claims will be made after the end of the school year. Claim forms may be obtained from the Human Resources Office.

18. Assignment and Transfer of Administrators/Supervisors-Courtesy Statement

The administrator/supervisor to be transferred or reassigned would have approximately thirty (30) days notice before the actual transfer takes place and an opportunity to discuss the reassignment with his/her immediate supervisor and the Superintendent of Schools. The District reserves the right to make reassignments, in emergencies, when the 30-day notice may not be possible.

19. Additional Compensation

Administrators/supervisors scheduled to work beyond their normal work year will be paid at their per diem rate.

SCHOOL DISTRICT OF HAVERFORD TOWNSHIP
ADMINISTRATIVE/SUPERVISORY COMPENSATION & FRINGE BENEFITS

APPENDIX A

ADMINISTRATIVE COMPENSATION PLAN

1. Each administrator/supervisor will receive an annual performance evaluation.
2. Aggregate salary increases for the membership as a whole will be equal to the Act 1 Index for each year of this Agreement (2.1% for 2014-15). Individual member increases will be calculated by a formula under which one-half (1/2) of the aggregate increase is distributed equally to all covered members and one-half (1/2) of the aggregate increase is allocated proportionately based on the member's current salary, provided the aggregate increase for the group will not exceed the Act 1 Index in each year. In addition, the salaries of four (4) specific positions; athletic director, dispatcher, high school technology coordinator and middle school technology coordinator will be increased \$1,500/year for each of the three (3) years of the agreement.
3. Salary Ranges:

Appendix B

SCHOOL DISTRICT OF HAVERFORD TOWNSHIP
ADMINISTRATIVE/SUPERVISORY COMPENSATION & FRINGE BENEFITS

APPENDIX B

ADMINISTRATIVE SALARY RANGE, 2014-2017

| Position | Minimum | Maximum |
|--|------------|-----------|
| High School Principal | negotiable | \$151,126 |
| Middle School Principal | negotiable | \$145,921 |
| Elementary Principals Assistant Director of Pupil Services & Special Education | negotiable | \$142,374 |
| Assistant Secondary School Principals Curriculum Coordinators Special Programs Coordinators Elem. & Secondary | negotiable | \$136,044 |
| Director of Maintenance Supervisor of Transportation Supervisor of Food Services | negotiable | \$104,169 |
| Accounting Specialist Senior Network Administrator Student Information System Administrator Benefits Manager – unfilled | negotiable | \$87,397 |
| Secondary Technology Coordinators Maintenance Foreman Custodial Foreman Systems Network Specialist Dispatcher | negotiable | \$66,651 |

The salary ranges may be increased at the discretion of the School Board of Directors.

Employees new to the district or employees within the district who are appointed to positions for which they do not possess proper certification, will be hired at a salary mutually agreed upon at the time of initial employment. After the completion of proper certification, said employees will be paid at a newly negotiated salary for their classification.