

Saucon Valley School District  
Hellertown, PA

COMPENSATION AND BENEFITS PLAN FOR THE

ADMINISTRATORS & SUPERVISORS  
of the  
SAUCON VALLEY SCHOOL DISTRICT

Effective  
July 1, 2015 to June 30, 2016

COMPENSATION AND BENEFITS PLAN  
SAUCON VALLEY SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

and the

ADMINISTRATORS and SUPERVISORS of the SAUCON VALLEY SCHOOL DISTRICT

*July 1, 2015 to June 30, 2016*

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## Administrator Compensation Plan

The Board of School Directors of the Saucon Valley School District adopts the following Administrator Compensation Plan pursuant to Section 1164 of the "Public School Code of 1949", as amended, 24 P.S. {11-1164, ("Act 93"). The Board recognizes the importance of maintaining an effective management team to strengthen the administrative and educational programs of the District, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the team.

### **I TERM OF COMPENSATION PLAN**

This plan is effective July 1, 2015 and shall continue in effect until June 30, 2016.

### **II DEFINITIONS**

For the purposes of the Plan only, the term "Administrator" shall include the following positions:

- A. Administration/ Professional Positions
  - Elementary Principals
  - Secondary Principals
  - Assistant Principals
  - Supervisor of Special Education
  - Supervisor of Assessment and Instruction
  - Assistant Business Manager
  
- B. Support Services Administrative Positions
  - Supervisor of Campus Operations
  - Supervisor of Technology
  - Athletic Director
  - Food Service Coordinator
  
- C. Other Positions as May Be Established by the Board of School Directors during the Term of this Plan.

### **III. COMPENSATION PLAN**

SEE Appendix "B" attached hereto.

### **IV. FRINGE BENEFITS**

The District shall provide fringe benefits as outlined in Appendix "A".

### **V. DISTRICT RESERVATION OF RIGHTS**

Nothing contained in this Plan is intended or shall be construed as guaranteeing any Administrator that he/she will continue in his/her current job assignment through the term of this Plan or thereafter. The District reserves all managerial rights granted by the Public School Code, including, without limitation, the right to furlough, suspend, demote, discharge or remove any of its Administrators or to otherwise establish, reassign or abolish administrative job assignments and/or positions consistent with the Public School Code.

**APPENDIX A  
Fringe Benefit Guide  
for  
Professional Administrative Positions**

<b><u>Administrative Positions</u></b>	<b><u>Term</u></b>
Senior High School Principal	12 months
Assistant Senior High School Principal	12 months
Middle School Principal	12 months
Assistant Middle School Principal	12 months
Elementary School Principal	12 months
Assistant Elementary Principal	12 months
Supervisor of Assessment and Instruction	12 months
Supervisor of Special Education	12 months
Assistant Business Manager	12 months
Supervisor of Campus Operations	12 Months
Supervisor of Technology	12 months
Athletic Director	12 months
Food Service Coordinator	12 months

**FRINGE BENEFITS**

The Saucon Valley Board of School Directors grants to all Administrators all fringe benefits as contracted with the professional personnel. Specifically, those fringe benefits are as follows:

**A. Payroll Deductions For:**

1. United Fund
2. Tax Sheltered Annuities
3. Payroll Savings/Checking
4. Savings Bonds

**B. Healthcare Coverage and Prescription Plan**

(a) For the 2015-2016 school year, the Saucon Valley School District shall purchase and provide for each administrator and their family the same or equivalent insurance benefit plan options as provided in the Teachers' contract. .

The District must provide written information to all employees regarding all health care programs offered by the District.

The monthly healthcare premium contributions by Act 93 Employees for the 2015-2016 school year shall be as follows:

Single Coverage	\$60.00
Two Person Coverage	\$130.00
Family Coverage	\$155.00

The following co-pays shall become effective as noted above:

PCP	\$20.00
Specialist	\$40.00
Urgent Care	\$50.00
Emergency Room	\$75.00

**Deductible Requirements**

Contract year	Single	Two Person	Family
Effective 07/01/15	\$500	\$700	\$700

(b) **Prescription Drug Plan**

*Retail Prescription*

Generic \$10.00  
Brand \$25.00  
Brand Non-Formulary \$50

*Mail Order Prescription*

Generic \$20.00  
Brand \$50.00  
Brand Non-Formulary  
\$100.00

(c) **Section 125 Plan**

Establish a voluntary individual Spending Account for **Medical Care and Dependent Care.**

(d) **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.

(1) Full-time employees who are enrolled in family coverage under the District's medical plan and who are willing to discontinue that coverage at the start of any school year shall receive a one-time bonus payment of \$1,000 at the time of such discontinuance in consideration of the cost savings to the District. New employees eligible for enrollment in family coverage and who are willing to forego such coverage shall also be eligible for the bonus payment. To be eligible for the bonus payment, the dis-enrollment must be for a minimum of one (1) year. If such employees later wish to re-enroll in a District-paid medical plan they may do so under the condition that they contribute twenty-five percent (25%) of the total cost of the composite plan for the first twelve (12) months of their re-enrollment.

An employee who has re-enrolled and made the contribution for one (1) year becomes eligible to again discontinue coverage and receive an additional \$1,000 at the time of discontinuance. In the event an employee enrolled in single coverage is willing to discontinue that coverage under the terms similar to the above, a proportionate bonus payment based on the relative premium costs will be made. Employees receiving a bonus

who terminate employment with the District in less than one (1) year shall have deducted from final salary payments a pro rata portion of the bonus.

(2) Employees who must re-enroll or newly enroll in the District's medical plan prior to a full year of dis-enrollment due to loss of alternative medical coverage or other emergency circumstances may do so, subject only to limitations imposed by the medical insurance plan or carrier, and provided that the employee shall return to the District the pro rata portion of the bonus payment corresponding to the balance of the original year of dis-enrollment.

(3) Because the purpose of the bonus payment is cost containment, employees will not be permitted to upgrade their medical coverage to family coverage at District expense for the purpose of subsequently discontinuing that coverage to receive a bonus payment. Any employee who commences family coverage on or after September 1, 1991 and who subsequently seeks a bonus payment for discontinuing that coverage shall not automatically be entitled to the bonus but shall have the burden of proving a bona fide change in circumstances subsequent to the upgrade which justifies the discontinuance.

Precise terms and conditions of all group insurance benefits shall be described by the master plan or master contract issued by the carrier.

(e) **Excise Tax Language.**

During the term of this Plan, or at any time after its expiration date until such time as a new Plan is implemented, should the premium for any medical plan (in combination with the prescription plan and any Board-provided flexible spending accounts) offered pursuant to the Plan exceed the threshold amounts as stated in the Patient Protection and Affordable Care Act (or any applicable federal or state legislation enacted hereinafter) so as to subject the medical plan or plans to excise taxes, taxes, or penalties as the result of the combined plans exceeding the thresholds, the issue will be addressed as follows:

(1) The District shall notify the Act 93 Employees that the health benefit plan or plans that are offered pursuant to the Plan will be subject or will likely be subject to the above-referenced tax or fee;

(2) Employees who are enrolled in a health benefit plan or plans that are offered pursuant to this Plan that will be subject to the above-referenced tax or fee will be entitled to receive the richest plan offered by the District that would not be subject to the tax or the fee. Existing Employee premium share shall apply on the same basis as the premium share defined for those plans currently in place covered by this Plan.

(3) If all of the health benefit plans offered by the District would be subject to the tax or the fee, the District shall notify the Act 93 Employees that the health benefit plan or plans that are offered pursuant to this Plan will be subject to the above-referenced tax or fee and what it intends to do to eliminate the tax or fee;

(4) The Act 93 Employees will have up to 30 calendar days from the date of such notice to meet and discuss with the Board on addressing the issue of health benefit plan design changes or increased premium share;

(5) If the Board elects to adopt any of the suggestions made by the Act

93 Employees during this 30 day time period, that adoption shall become part of the Plan and will supersede any inconsistent provisions.

(6) If the Board does not adopt any of the Act 93 Employees' suggestions within the 30 calendar day period referenced in subsection 4., all Employees enrolled in the health benefit plan or plans subject to the tax or fee shall no longer be entitled to remain in the health benefit plan or plans that are subject to the tax or fee and would be entitled to receive the richest plan offered by the exchange/marketplace that would not be subject to the tax or fee. Notwithstanding the foregoing, existing Employee premium share shall apply on the same basis as the least rich eliminated health benefit plan.

(f) **Spousal Coordination of Benefits**

Effective upon approval by the Board, for those new hires who are eligible for family coverage, spousal coverage shall be extended to an employee's spouse only in the event the employee's spouse's employer does not provide healthcare insurance.

**C. Dental Coverage**

The District shall purchase the Dental Service Plan of Delta Dental of Pennsylvania for each Administrator and his/her family. Maximum of \$2000.00 per year as per the Professional contract. Administrators plan will be same dental plan as provided to the Saucon Valley School District Professional employees.

The District retains the right to select insurance carriers for other dental insurance programs pursuant to its own policy and/or any mutuality of agreement existing between the District and its Administrators.

**D. Vision Care**

Administrators shall be entitled to participate in a vision care plan, if any, provided to professional employees of the District under the Collective Bargaining Agreement.

**E. Change In Insurance Carrier.** The parties agree that should the Board desire to replace the benefits insurance described elsewhere in this Plan, the Board may do so only upon the following conditions:

(1) Under no circumstances may the benefits insurance be reduced in any way below the coverage presently provided.

(2) There may be no break or discontinuance in present benefits.

(3) Any other provider of benefits insurance must provide insurance that is generally acceptable to hospitals and practitioners in the area of the Lehigh Valley.

(4) Any other provider of benefits insurance must have a reputation for making payments within a reasonable period of time.

(5) Any financial benefits resulting from a change of carriers shall accrue to the benefit of the Board only and shall not be the subject of negotiations.

(6) Finally, the parties agree that any change of carrier shall be by mutual agreement.

**G. Retirement Benefits**

(1) Saucon Valley School District shall pay to those Administrators retiring from the District, who have been employed in the District for at least ten (10) years, the sum of money provided by applying the following schedule: UNUSED SICK LEAVE DAYS - \$50.00/DAY

(2) In case of the death of any Administrator of the District, the payment provided above shall be made to the estate of the deceased Administrator.

(3) Early Retirement Incentive Plan

The employer will pay for individual medical insurance and dental benefits, not to include vision insurance, until the age of 65 or for a maximum of seven (7) years following the date of retirement, whichever is sooner. If this age requirement is declared to be in violation of ADEA by any court of competent jurisdiction, the parties agree that the age requirement shall become null and void and shall immediately be replaced by the phrase "for seven (7) years following the date of retirement. Payment to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the employee elects to retire. The retired administrator may continue to pay for spouse or family benefits at their own expense if an administrator has not reached the age of Medicare benefits eligibility at the end of the seven-year time frame, he/she has the option to contribute the full monthly premium for medical and/or dental coverage at their own expense. Employees shall be obligated to pay a co-pay of \$55.00 per month for health insurance coverage. This co-pay and any additional monthly amounts resulting from any premium increase and payments due to spousal insurance shall be paid to the business office on or before the tenth of the month preceding the month that the premium is due. Failure of the retired employee to pay additional amounts due will result in immediate and permanent termination of the health insurance coverage.

Administrators will be offered Class A - \$10,000 Flat Life Insurance. Benefits would be reduced 35% at age 65 and 50% of the benefit at age 70.

Payments to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the employee elects to retire. The employee may also purchase health insurance coverage for his/her spouse at the District group rate upon notifying the District of such an election and paying the first month's premium to the Business Manager one (1) month prior to the employee's date of retirement.

The District shall be entitled to any contribution received by the retiree from the Commonwealth of Pennsylvania toward payment of its obligation unless the employee needs such contribution to avoid a co-payment. Additional monthly amounts resulting from any premium increase and payments due for spousal insurance shall be paid by the retired employee to the Business Manager on or before the tenth (10<sup>th</sup>) of the month preceding the month that the premium is due. Notice of any premium increase will be provided to the retired employee at his/her last known address indicated in the District's records, as furnished by the retiring employee. Failure of the retired employee to pay any additional amounts due will result in the immediate and permanent termination of health insurance coverage.



In lieu of receiving contributions toward the purchase of health insurance, an employee shall have the right to elect a retirement bonus of the current cost of the District's obligation to provide health care payments, provided that such a bonus election shall be made within 30 days of retirement. Maximum of \$10,000. Accordingly, any entitlements under this alternative will be calculated in that \$10,000 per year per retiree total. These early retirement bonus installments will be made to the retiree on July 1 of each year following retirement until the District's retirement obligation is discharged. The bonus installment funds shall be deposited exclusively into an employer sponsored 403(B) plan.

#### Eligibility Requirements

- a. The individual must be an Administrator with the Saucon Valley School District on the date on which retirement is elected.
- b. The Administrator must be 55 years of age or older and have been employed by the District for a period of fifteen (15) years, or for ten (10) years in an administrative position in the district.
- c. The Administrator must notify the District of his/her intention to retire in writing no less than six (6) months prior to the retirement date (Example: no later than December 31 of the year preceding the anticipated date of retirement, said date of retirement to be scheduled for June 30.)

#### Limitation:

There is no limitation on the number of Administrators to be retired in any one year.

### **H. Insurance**

1. **Income Protection** – The Saucon Valley School District shall provide for each Administrator an integrated income protection plan. This benefit shall provide for an income of fifty percent (50%) of the then current monthly income to a maximum of \$3,000.00 per month of said employee and shall be integrated with any disability retirement or social security benefits the staff is receiving so that the Plan's obligation is reduced by the level of such benefits and for health benefits (as defined elsewhere in this Plan), each for a period of two years in the instance of a disabling illness or for a period of five years in the instance of a work related accidental disabling injury. Benefits to begin at the end of the 30<sup>th</sup> consecutive day of sickness, or at the exhaustion of sick leave, whichever shall later occur.
2. **Group Life, Accidental Death and Disability Policy** – The Saucon Valley School District shall purchase and provide a group life and accidental death and disability policy in the amount of two times the Administrator's annual base salary payable to the beneficiary named by the insured in the event of the insider's death during the term of this Plan. The amount payable shall be rounded off to the nearest thousand.
3. **Life Insurance Benefits** – The Administrator shall have the right to purchase additional insurance at the term set for them from the same insurance company; and, upon written requests from the employee, the District will deduct premiums from the employee's salary.

## **I. Leaves of Absence**

### **1. Personal Illness/Family Illness**

Each Administrator shall earn twelve (12) days of personal/family illness leave per school year. This leave shall be cumulative and usable during any year and is available for illness or accident except in other remunerative work. A physician's certificate may be required at the discretion of the Superintendent and partial day absences are chargeable. The same provisions as above are available for illness in the immediate family and are charged to sick leave.

### **2. Bereavement**

Absence for the death in the immediate family is allowable for a maximum of four (4) consecutive days, of which one of the four days is to be the day of the funeral. Additional days may be requested and approved for extenuating circumstances by the Superintendent.

Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household or any person with whom the employee has made his home.

For a near relative, one (1) day is allowed. A near relative shall be defined as first cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

### **3. Professional Absence**

Attendance at professional meetings within budgetary allowance will be granted with the permission of the immediate supervisor and the Superintendent.

### **4. Sabbatical Leave**

Sabbatical leaves will be granted in accordance with applicable law and regulations provided that the Administrator gives six (6) months prior notice unless health reasons do not so permit.

### **5. Child-Bearing/Child-Rearing Leave**

Child-bearing and child-rearing leaves of absences, without pay, shall be granted in accordance with Board policy and the Family and Medical Leave Act.

### **6. Military Leave**

Military leave shall be granted in accordance with State and Federal law and regulations, including Sections 1176 through 1181 of the Public School Code of 1949, as amended.

### **7. Personal Days**

Administrators shall be entitled to three (3) personal days per school year. Such personal days may be taken on the day prior to, or the day subsequent to, a holiday or vacation period with two (2) weeks' notice. Written requests must be made to the

Superintendent at least three (3) calendar days prior to such “personal days” requested by said Administrator except where the granting of such request will have a disruptive effect on the education program for the day. Such personal days leave shall be non-cumulative from year to year. At the end of each school year, unused “personal days” shall accumulate as sick leave.

8. **Family and Medical Leave**

Family and Medical Leave shall be granted in accordance with Board Policy and the Federal Family and Medical Leave Act. FMLA will run concurrently with all leaves but the employee may opt to use up to 10 sick days prior to the concurrent use of FMLA.

J. **Vacation and Paid Holidays**

All twelve month employees will receive twenty (20) paid vacation days per year. Administrators will have 25 days after 15 years of service in the district.

At the option of the Administrator, unused vacation days can be transferred into sick days in the final year before retirement.

All Administrators are expected to take their vacation during the school year was earned. Not more than fifteen (15) vacation days may be carried over into any one following school year. Administrators will be allowed to take vacation until the end of July of the year in which the vacation was earned.

Upon hire the employee will receive 20 days of vacation, if the employee commences work between July 1 and June 30, vacation shall be determined in the following manner:

The number of weeks worked prior to July 1 is divided by 52 to calculate the percentage of twenty (20) days to which the employee is entitled. This percentage multiplied by twenty (20) days equals the number of days' vacation to which the employee becomes entitled on July 1. This calculation will be performed only one- time for an employee, after which vacation entitlement will be on a full-year basis. The same formula applies if the person leaves employment prior to working a full year to prorate days earned.

All Administrators will be entitled to the following paid holidays within the term of their employment:

Day before New Year's Day	Independence Day
New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Holy Thursday	Monday after Thanksgiving
Good Friday	Day before Christmas
Easter Monday	Christmas Day
Memorial Day	Day after Christmas

In addition to the above holidays, Administrators may use a vacation or personal day if they choose not to report to work when schools are closed due to inclement weather (not to exceed 4 days) but told to report at a designated time. If asked to report prior to 12 noon a whole day would need to be taken, if asked to report after 12 noon a ½ day would be utilized. If school is in session on either Holy Thursday or Easter Monday, such

employees as are required to work on those days shall be given compensatory time off. Offices are open Friday before Labor Day.

**K. Professional Development, Memberships Affiliations**

1. Each Administrator will be reimbursed 100% of Professional Development, Membership/Affiliations Expenses as approved by the Superintendent.

2. Professional Development/Growth Expenses eligible for reimbursement include professional memberships related to curriculum, scholarship, subject area, professional subscriptions, and graduate-level textbooks.

3. A one-half percent (0.5%) **stipend** above annual salary will be awarded for every six (6) graduate credits earned during the term of this Plan.

**L. Reimbursement for Tuition**

The District will reimburse Administrators for the cost of all college tuition based on the year beginning July 1 and ending June 30 as follows:

1. Administrators must be employees of the Saucon Valley School District at the time of enrollment and at the time of completion of the course.

2. Administrators must submit a formal request to the Superintendent by October 1, February 15, or June 15. This request will be for approval of graduate courses to be completed during the ensuing semester.

3. The graduate work to be pursued must be approved by the Superintendent. Approved courses will be in the employee's field or in an area of District priorities.

4. Grade must be a "B" or better to qualify for reimbursement.

5. Administrators must, within 60 days after successful completion of the course, submit to the Superintendent receipted bills or a canceled check showing payment and a Grade Report showing successful completion of the course.

**M. Mileage Reimbursement**

Mileage reimbursement for travel shall be based on the prevailing Internal Revenue Service rate.

**APPENDIX B  
COMPENSATION PLAN**

**I. SALARIES – PAYMENT OF**

Salaries for twelve (12)-month positions will be paid on a fiscal year basis, beginning July 1 and ending June 30.

All Administrative employees of the Saucon Valley School district shall be placed on a twelve month basis of pay, with pays being issued bi-weekly. The pay periods shall be twenty-six (26) or twenty seven (27) per year. All pay checks, and/or information regarding salary, shall be enclosed in individual envelopes. Direct deposit of paychecks shall be required for all employees. The contract salary will be paid in full by the first (1st) pay of the following fiscal year. The term “school year” as used in this document when applied to twelve (12)-month employees shall be from July 1 through June 30.

Salary adjustments:

2015-2016 3.0%

**403(b) CONTRIBUTION:**

An Act 93 Employee who receives a rating of satisfactory performance or higher during the term of this plan shall be entitled to receive a tax sheltered annuity as additional compensation. The Board shall provide a one-time only, non-recurring payment in the amount of two percent (2%) of the Employee’s 2015-2016 annual salary and will be placed in a 403(b) account after evaluations have been completed.

Over the plan year, the Board shall develop a program for merit based compensation. While the plan does not provide for 2016-2017 salary adjustments, moving forward, following the 2015-2016 plan year, salary adjustments shall be based, in part or in whole, on the performance of employees.

SAUCON VALLEY SCHOOL DISTRICT

Administrative Performance Appraisal Ratings

Administrator \_\_\_\_\_ Title \_\_\_\_\_

Conference Date \_\_\_\_\_ School Term \_\_\_\_\_

1. Competence in Field/Specialty:

- Effectively executes general job requirements and expectations
- Demonstrates knowledge of effective practice
- Keeps current on trends and research in field/specialty
- Knowledgeable in areas of responsibility; including understanding of school code, board policies, and administrative regulations which affect the daily functions of the position

<b>Needs Improvement</b>	<b>Meets Expectation</b>	<b>Satisfactory</b>	<b>Commendable</b>
1	2	3	4

2. Leadership:

- Sets high expectations for staffs, students, and self
- Fosters consensus as a leader, member of a team, and member of a group
- Successfully motivates people to perform effectively
- Recognizes strengths and weaknesses among staff and self, enhances strengths and remediates weaknesses
- Demonstrates instructional leadership
- Develops subordinates, makes sound evaluations of their work, and delegates appropriately
- Is willing to share power and decision making authority/ability to empower others
- Commands respect of subordinates and school community at large
- Effectively models the district’s mission, beliefs, and principles
- Coping Skills – effectively deals with internal/external variables to maintain an ability to interact with others in a positive manner

<b>Needs Improvement</b>	<b>Meets Expectation</b>	<b>Satisfactory</b>	<b>Commendable</b>
1	2	3	4

Comments:

3. Organizational and Administrative Effectiveness:

- Effectively plans and organizes the activities of self and others
- Plans, prepares, and presents an appropriate budget
- Follows through on plans and activities, utilizing appropriate processes and facilitating clear results
- Effectively prepares and controls budgets and funds for all areas of responsibility
- Uses time effectively
- Completes reports and other mandates in a timely manner
- Maintains accurate records
- Handles emergencies effectively

<b>Needs Improvement</b>	<b>Meets Expectation</b>	<b>Satisfactory</b>	<b>Commendable</b>
1	2	3	4

4. Communication:

- Articulates beliefs, logically, persuasively, and effectively and defends decisions as appropriate
- Writes clearly and concisely
- Models active listening skills
- Prepares and delivers presentations for a variety of audiences
- Keeps the central office informed regarding routine operations, exceptional situations, and any issues that impact the school district
- Communicates effectively with parents and members of the community at large
- Communicates with all constituents in a cordial, polite, and respectful manner

<b>Needs Improvement</b>	<b>Meets Expectation</b>	<b>Satisfactory</b>	<b>Commendable</b>
1	2	3	4

Comments:

-

5. Interpersonal Skills:

- Demonstrates a keen awareness of the value of ideas, suggestions, and feelings of others (sensitivity)
- Displays an empathic understanding towards people on a daily basis
- Displays patience, friendliness, consideration, helpfulness, fairness, and impartiality in professional encounters
- Works effectively with subordinates, peers, and supervisors
- Works to develop high staff morale

<u>Needs Improvement</u>	<u>Meets Expectation</u>	<u>Satisfactory</u>	<u>Commendable</u>
1	2	3	4

6. Judgment/Decision Making:

- Exercises good judgment in decision making and effectively conveys the commitment of decisions to others
- Considers all factors and foresees the impact of decisions in other areas
- Collects data and analyses alternatives before making a decision
- Effectively resolves difficult situations, applies effective strategies

<u>Needs Improvement</u>	<u>Meets Expectation</u>	<u>Satisfactory</u>	<u>Commendable</u>
1	2	3	4

Comments:

- 

7. Climate/Environment:

- Creates a positive school climate
- Fosters community trust and confidence in their school
- Promotes a safe and orderly environment
- Deals with discipline issues in accordance with student needs and district policy/guidelines
- Involves staff and parents in the application of strategies for preventive discipline



- Understands and adheres to due process and education law governing disciplinary action
- Utilizes positive reinforcement to enhance student and staff self-esteem

<b>Needs Improvement</b>	<b>Meets Expectation</b>	<b>Satisfactory</b>	<b>Commendable</b>
1	2	3	4

8. Initiative/Resourcefulness:

- Demonstrates necessary drive and resourcefulness to deviate from routine and make effective suggestions
- Can be depended upon to follow through on projects without continued direction
- Develops unique ideas and solutions to problems and follows through completely
- Conceptualizes, establishes, promotes, and supports activities which benefit students
- Is willing to take prudent risks to move programs forward

<b>Needs Improvement</b>	<b>Meets Expectation</b>	<b>Satisfactory</b>	<b>Commendable</b>
1	2	3	4

Comments:

- 

9. Personal/Professional Development:

- Sets high standards for self
- Works to develop self personally to a very high degree
- Works to develop self professionally to a very high degree
- Fosters personal and professional growth by participating as a member of professional groups and engages in programs and activities for continued professional development
- Sets high standards for professional conduct

<b>Needs Improvement</b>	<b>Meets Expectation</b>	<b>Satisfactory</b>	<b>Commendable</b>
1	2	3	4

Comments:

10. School/Community Relations:

- Works effectively with parent groups and community organizations
- Actively promotes cooperation and good will
- Maintains high visibility and availability to students, staff, and community
- Promotes a wide range of student activities and maintains an administrative presence
- Develops a strong constructive rapport among students, staff, parents, and community
- Effectively communicates with public regarding all areas of the school program in a positive manner

<u>Needs Improvement</u>	<u>Meets Expectation</u>	<u>Satisfactory</u>	<u>Commendable</u>
1	2	3	4

Comments:

- 

11. Contribution to Overall District Goals:

- Demonstrates significant commitment, loyalty, responsibility, and sense of urgency with regard to goals and mission
- Participates effectively as a member of the administrative team

<u>Needs Improvement</u>	<u>Meets Expectation</u>	<u>Satisfactory</u>	<u>Commendable</u>
1	2	3	4

Comments:

- 

**Summary Rating**

<u>Needs Improvement</u>	<u>Meets Expectation</u>	<u>Satisfactory</u>	<u>Commendable</u>
0-16	17-27	28-38	39-44

**Overall Rating:**

- Needs Improvement
- Meets Expectations
- Satisfactory
- Commendable

\_\_\_\_\_  
Administrator's Signature/Date

\_\_\_\_\_  
Superintendent's Signature/Date

## Complaint Procedure – Non-Contract/ Meet and Discuss Related Issues

### Purpose:

The purpose of this procedure is to discuss, voice, explain any differences that should arise between employees, group of employees or an employee and supervisor. This procedure ensures that a prompt efficient method so that the issue may be addressed and that there shall be resolution to the concern. Any issue that is thought to be in need of discussion should be placed in writing to clarify the issue, time frame of the concern, and the persons involved.

### Procedure:

1. Try to address the concern at the lowest possible level of either employee to employee or employee to your immediate supervisor.
  - a. Custodial: employee, head custodian, Supervisor, Business Manager, Superintendent, School Board.
  - b. Maintenance/Building and Grounds/Transportation: employee, Supervisor, Business Manager, Superintendent, School Board.
  - c. Secretaries/Clerical: employee, building administrator, Assistant Superintendent, Superintendent, School Board.
  - d. Cafeteria: employee, head cook at building kitchen, K-12 coordinator , Business Manager, Superintendent, School Board.
  - e. District office : employee, Assistant superintendent, Superintendent, School Board  
Business personnel : employee, Business Manager, Superintendent, School Board

Document all meetings and attempts to resolve the issue during each step that you take in the process. This documentation will assist the next person reviewing the concern so that they may follow what attempts were made to address the issue and who has been involved and why it has not been resolved at that level.

2. A meeting should be held at the first level within 10 days of the infraction or concern.
3. Moving to the next step in the chain of command should happen in a timely manner so that the issue can be addressed. No more that 10 days should pass between each level.
4. An individual employee or a group may address an issue.
5. If the employee or the group has an issue with their immediate supervisor then they should address their issue with the next up on the chain of command.
6. Issues will be discussed and when resolution is met the decision and the conversation will be documented in writing and all members in attendance will receive a copy of the outcome of the meeting.
7. Resolution does not mean that the issue is settled in favor of any one person over the other but is defined as:

- the concern was discussed,
- was presented to the appropriate persons,
- all parties are aware of the issue,
- adjustments, changes, management parameters discussed
- issue is clarified
- issue is resolved and documented.

8. A person or group may return with the same issue if not corrected.