



Seneca Valley School District
124 Seneca School Road Harmony, PA 16037 (724) 452-6040

Administrative Compensation and Performance Plan

Act 93 Agreement

Effective
June 11, 2013 through June 30, 2017

ADMINISTRATIVE COMPENSATION AND PERFORMANCE PLAN

PREFACE

The Board of School Directors of the Seneca Valley School District adopts the following Administrative Compensation and Performance Plan pursuant to Act 93 of 1984, codified at Section 1164 of the Public School Code of 1949, as amended, 24 P.S. § 11-1164, 1164, following good faith meet and discuss procedures with its administrative group. The Board recognizes the importance of attracting and maintaining highly competent and motivated administrators to strengthen the educational programs of the District. To this objective, the purpose of this plan is to establish a results oriented performance management program that clearly outlines expectations, establishes an evaluation system that provides the administrator with effective performance feedback and provides a compensation and fringe benefits package that is market competitive and reflects internal equity.

ARTICLE I **COVERED POSITIONS**

This plan applies to “school administrators” as that term is defined by Act 93, including principals, assistant principals and other supervisory personnel responsible for the management, direction, supervision and evaluation of other employees. A list of current administrative positions covered by the plan is attached as Appendix A.

ARTICLE II **TERM**

This plan shall be in effect from June 11, 2013, through June 30, 2017. It is the mutual expectation of the parties that the successor administrative compensation plan will have a term of three years while recognizing that the term is subject to the discretion of the board of school directors then in office.

ARTICLE III **PERFORMANCE EVALUATION**

Evaluation is a process whereby the effectiveness of the administrator is appraised in relation to predetermined individualized goals and objectives and the value added by the administrator toward meeting organizational goals of promoting student achievement and providing an effective and efficient educational program.

Pursuant to Section 1123 of the Public School Code, administrators are provided professional ratings, presently using the Department of Education’s Temporary Professional Employee/Professional Employee Rating Forms (PDE 426, 427 and 428). The Department of Education is in the process of implementing a mandatory state-wide evaluation system for principals, assistant principals and certain other types of employees covered by this plan for implementation beginning with the 2014-15 school year. The elements and requirements of this evaluation system will be implemented once the new evaluation system is finalized and becomes effective.

In addition to the state-approved rating form, the supplemental evaluation instrument appended hereto as Appendix B shall be used for the determination, in part, of eligibility for annual salary

increases and as an indicator of merited compensation adjustments. In the event of any inconsistency or discrepancy between the state-approved rating form and the supplemental evaluation instrument, the state-approved form shall control for the purpose of determining an employee's rating.

ARTICLE IV **COMPENSATION ADJUSTMENTS**

Annual compensation adjustments shall reflect consideration of the following criteria: (a) the annual evaluation of the administrator's job performance based upon the state-approved rating form and the District's supplemental evaluation instrument, (b) external competitiveness with comparable positions in similar regional public school districts, (c) internal equity, (d) changes in the cost of living, and (e) the District's Act 1 Index (Special Session Act 1 of 2006).

A. Eligibility For Compensation Adjustments

Administrators receiving a satisfactory rating and a performance rating of at least 30 out of 40 on the District's supplemental evaluation instrument or, commencing the 2015-2016 school year, a proficient or distinguished rating on the state-approved rating form, shall receive a cost of living increase as provided below and shall be eligible for a position inequity adjustment as provided herein.

Administrators receiving a performance rating of less than 30 out of 40 on the District's supplemental evaluation instrument or, commencing the 2015-16 school year, a needs improvement rating on the state-approved rating form shall not be entitled to receive the cost of living increase or position inequity adjustment. Any compensation increase for such employees will be at the sole discretion of the Board of School Directors with the understanding that the Board of School Directors shall not be obligated to provide any compensation increase for such employees.

Administrators receiving an unsatisfactory rating or, commencing the 2014-15 school year, a failing rating on the state-approved rating form shall not be eligible for the cost of living increase, position inequity adjustment or any other compensation increase for the following fiscal year.

B. Position Values

The Position Values will be computed as the average of base salaries for similarly classified employees from those public school districts ranked first through tenth in the most recently published annual Pittsburgh Business Guide to Western Pennsylvania Schools. Position Values will be established annually at our around July 1st each year based on then currently available base salary information. Position Values will be communicated to those administrative positions covered by this Agreement, in writing, at that time.

Individual positions covered by this Act 93 Plan are placed in groups for the purpose of establishing a salary range for the position as set forth in Appendix C. The salary range for each position shall be as follows:

- For the 2013-14 school year, ninety percent (90%) to one hundred thirteen percent (113%) of the Position Value;
- For the 2014-15 school year, ninety percent (90%) to one hundred twelve percent (112%) of the Position Value;

- For the 2015-16 school year, ninety percent (90%) to one hundred eleven percent (111%) of the Position Value; and
- For the 2016-17 school year, ninety percent (90%) to one hundred ten percent (110%) of the Position Value.

Job categories and their corresponding salary ranges are determined by both internal equity and external competitiveness with comparable public school districts in the region. The District will use reasonable efforts to obtain the most current salary data available from these school districts for use in accordance with this agreement.

Upon hire or promotion into a position covered by this plan, an administrative employee will be placed within the established salary range for his or her position, with the exception that persons hired or promoted to a position for which they have no prior experience may be compensated below the salary range for not more than twenty-four (24) months from the date of hire or promotion to such position. Determination of the initial salary will be made solely at the discretion of the Board of Education, taking into consideration factors that include the employee's prior work experience, educational attainment, training, job market conditions for similarly situated positions within the geographic area and the District's budget and financial resources. Presently employed administrators whose salary is below the established salary range for his or her position will have their salary increased to not less than ninety percent (90%) of the Position Value for such category no later than twenty-four months from the date of this Act 93 Plan.

An administrator shall not receive a cost of living increase, position inequity adjustment **and/or a merit award as an increase to salary** to the extent such increase or adjustment would result in his or her salary **exceeding the salary range then in effect** for his or her position. Administrators whose salary exceeds **the salary range then in effect for his or her position due to prior salary adjustments** will not experience a reduction of their salary while remaining in such position.

C. Cost of Living Increase

Eligible administrators shall receive a percentage increase equal to an average of the National Consumer Price Index-Urban Value, an index published by the U.S. Department of Labor, Bureau of Labor Statistics. The average shall utilize the index measured as of June, September, December and March during the twelve month period from April of the preceding year through March of the current year, with the average not to exceed the District's Act 1 Index for the following fiscal year.

D. Position Inequity Adjustment

Eligible administrators whose salary is less than the applicable Position Value shall receive a position inequity adjustment based upon the following table:

Percentage under Position Value for prior year	Inequity increase with 1 to 2 years in present position at SVSD	Inequity increase with 3 to 5 years in present position at SVSD	Inequity increase with 5+ years in present position at SVSD
20% or greater	2.0 %	3.0%	4.0%
10% to 19.9%	1.5%	2.0%	2.5%
5% to 9.9%	1.0%	1.0%	1.0%

E. Merit Payments

1. Administrators receiving a satisfactory rating and a performance rating of at least 35 out of 40 on the District's supplemental evaluation instrument or, commencing the 2015-16 school year, a distinguished rating on the state-approved rating form, shall be eligible to receive a merit award in the form of an increase in the administrator's base salary and/or a one-time, lump sum payment that is not added to the administrator's base salary. The amount and manner of any merit award will be at the sole discretion of the Board of School Directors with the understanding that the Board of School Directors shall not be obligated to provide any merit award for such employees. At the commencement of the 2015-16 school year, the Superintendent will meet with representatives of the Act 93 group to discuss the forthcoming use of the state-approved rating form as it relates to merit award eligibility.

2. If, during the term of this agreement, the District attains a ranking of sixth through tenth in the annual Pittsburgh Business Guide to Western Pennsylvania Schools ranking of public school districts, each administrator shall receive a one-time lump sum merit payment in the amount of Five Hundred Dollars (\$500).

3. If, during the term of this agreement, the District attains a ranking of first through fifth in the annual Pittsburgh Business Guide to Western Pennsylvania Schools ranking of public school districts, each administrator shall receive a lump sum merit payment in the amount of One Thousand Dollars (\$1,000) (inclusive of any prior lump sum payment for previously attaining a ranking of sixth through tenth).

F. Direct Deposit

All administrator paychecks shall be remitted by direct deposit to the financial institution identified by the administrator on District-authorized forms. Pay stub information will be made available to administrators according to the pay schedule. The District shall be held harmless for any direct deposit errors of the financial institution receiving transfers.

ARTICLE V
FRINGE BENEFITS

A. Leaves of Absence

Armed Forces Leave

Military Leaves of Absence shall be granted to eligible administrators in accordance with and subject to the provisions of Section 1176 to 1181 inclusive of the Public School Code.

Bereavement Leave

Administrators will be given five (5) days without loss of pay plus two (2) days travel in excess of three hundred (300) miles one way for the death of a parent, child (including adoptive and step) and/or spouse.

Administrators will be given three (3) days without loss of pay plus two (2) days travel in excess of three hundred (300) miles one way for the death of a brother, sister, parent-in-law, son-in-law, daughter-in-law, grandchild or near relative who resides in the same household or any

person with whom the administrator has made his/her home. If called upon, the administrator will demonstrate that the deceased and the administrator shared the same legal residence.

Administrators will be given one (1) day without loss of pay plus two (2) days travel in excess of three hundred (300) miles one way for the death of an aunt, uncle, niece, nephew, brother-in-law, sister-in-law, grandparent and/or first cousin.

Extended Sick Leave

The Board of School Directors will provide up to six (6) calendar months of sick leave at full pay after the administrator has exhausted all vacation days and any other accumulated personal leave and sick leave.

Family and Medical Leave Act (FMLA)

Unpaid leave will be provided in accordance with the Family and Medical Leave Act and District policy.

Family Illness

Administrators may be absent a total of five (5) days without loss of pay because of illness in the immediate family. This absence will be charged to the employee's sick leave.

Jury/Court Leave

Upon proof of the necessity of jury duty or attending court pursuant under subpoena or other order of the court, any administrator shall be granted a leave of absence with pay. If the administrator receives witness fees or any other compensation, his/her pay shall be reduced accordingly.

Sick Leave

Each twelve-month administrator shall annually be credited with twelve (12) days of sick leave. Ten-month administrators shall annually be credited with ten (10) days of sick leave. In the event an administrator works less than a full work year, the number of sick days awarded for that year shall be prorated for purposes of any severance or retirement benefits. These days are cumulative with no maximum.

Upon resignation or retirement from employment with the District, an administrator having at least seven years of service with the District will receive a severance payment at a rate of \$50 per day for each day of unused sick leave provided that the employee has furnished written notice of termination of employment at least 75 calendar days in advance. Severance payments will not be paid for any unused sick leave that is transferred to another school entity. All such payments shall be paid as a non-elective employer contribution into the administrator's 403(b) account. Employees shall have no cash option to this benefit.

Personal Leave

Twelve-month administrators shall earn one day of personal leave for each four month period of service for a total of three (3) days per year. Ten-month administrators shall earn one day of personal leave for each academic semester of service for a total of two (2) days per year. Personal days are cumulative to five (5) days by the end of a work year. All days accumulated over five (5) days shall be converted to sick days and added to the employee's total accumulated sick days at the start of the following work year. These days may be taken in full or half-day increments.

Sabbatical Leave

Sabbatical leaves for eligible professional employees shall be provided in accordance with the Public School Code.

Unpaid Leave

Once during the career of an administrator, unpaid leave for travel to facilitate the adoption of a minor child shall be granted up to a total of ten (10) work days. The ten days must be taken in one or two increments but the total number of unpaid days may not exceed ten (10).

B. Vacation

Twelve-month administrators shall earn twenty (20) vacation days per year proportionate to the administrator's actual period of service each year. Ten-month administrators shall not be eligible for paid vacation.

Unused vacation leave shall not accrue from year to year, except that: (1) administrators employed as of the effective date of this agreement shall, upon severance from the District, receive payment, at the administrator's current per diem rate, for any vacation days that were allocated but not used during the first year of their administrative service with the District; and (2) with the advance approval of and at the discretion of the Superintendent, up to five (5) unused vacation days may be carried forward for use during the following fiscal year between July 1st and the first scheduled work day for the District's instructional personnel. Otherwise, unused vacation days, but not more than five (5) days each year, shall be converted to sick days annually on July 1st. In the event of the decease of an administrator, the District shall remit to his/her estate payment, at the administrator's current per diem rate, for any vacation days that were allocated but not used that fiscal year.

All vacation time shall be scheduled in consideration of school needs and the dates shall have prior approval of the Superintendent. Vacation time may be taken intermittently during the year. Administrative employees are encouraged to utilize their available vacation time during the current fiscal year.

C. Health and Welfare

Health Care

During the term of this Act 93 plan, the District shall provide hospitalization and medical benefits for each twelve-month administrator and his/her dependents. Ten-month administrators shall receive individual coverage only. Effective January 1, 2014, health insurance will be provided by enrollment in a PPO Blue Qualified High Deductible Health Plan (QHDHP) that, with the exception of plan deductibles, will be substantially similar to the current group health care plan. The Qualified High Deductible Health Plan shall be administered in accordance with the regulations and guidelines as established by the Internal Revenue Service.

Dental Care Insurance

The district shall provide dental insurance for each twelve-month administrator and his/her dependents. Ten-month administrators shall receive individual coverage only. The agreed plan shall be the United Concordia Dental, Concordia Flex dental plan or an equivalent plan mutually agreed to by the Board and the Act 93 Administrators.

Vision Care Insurance

The District shall provide vision insurance for each twelve-month administrator and his/her dependents through the existing Seneca Valley Group Vision Plan, Vision Benefits of America,

or an equivalent plan selected by the Board of School Directors. Ten-month administrators shall receive individual coverage only.

Life Insurance

All administrators will be provided with a group life insurance plan which includes accidental death and dismemberment coverage at the expense of the district. The face amount of the insurance will be equal to two and one half (2.5) times the salary of the administrator.

Disability Insurance

All administrators will be provide long term disability insurance at 60% of monthly earnings up to a monthly maximum of \$5,000 effective after 90 days or upon expiration of accrual sick leave at the Districts expense, purchased through the PSBA Insurance Program.

Travel/Accident

All administrators will be provided with travel accident coverage purchased at the District's expense through the PSBA Insurance Program.

D. Professional Matters

Doctoral Degree

Upon the award of a doctorate degree in Education, the administrator's annualized salary shall be increased by the sum of Two Thousand Dollars (\$2,000).

Professional Memberships

The Board of School Directors will pay the cost of administrator's annual memberships in educational organizations related to the employee's field of expertise to a maximum of \$500.00 a year as selected by the employee and approved by the Superintendent. Any professional memberships over the \$500.00 may be funded through the superintendent's and/or individual building budgets.

Professional Meetings & Auto Mileage Reimbursement

The Board of School Directors encourages administrative personnel to participate in professional meetings, seminars, workshops and conventions. Administrative participation in professional meetings, seminars, workshops and conventions may be funded through the superintendent's and/or individual building budgets.

Reimbursement will be made for IRS approved expenses actually incurred for the attendance at approved activities.

The following must apply for attendance:

1. Prior approval of Superintendent
2. Meeting shall be relative to the current assignment
3. Upon return an itemized statement of expenses must be filed on proper forms

Mileage reimbursement shall be provided at the IRS rate in effect when private automobiles are used in performance of approved school business. Monthly mileage reports must be filed to support reimbursement requests.

Tuition Reimbursement

Eligible administrators will be reimbursed by the Board of School Directors for credit costs for graduate level college courses taken beyond the earned master's degree. Reimbursement shall be for course credits only and will not exceed the cost per credit at the University of

Pittsburgh for credits completed with a “B” grade or better to a maximum of 12 course credits per school fiscal year. Research/Dissertation credits will be reimbursed to a maximum of 18 credits annually. Prior approval by the Superintendent of Schools is necessary and it is required that courses will be in the area of education or related areas. The total maximum payment per year will not exceed the actual course credit costs or an equivalent cost for credits which could have been obtained at the University of Pittsburgh.

Tuition benefits will be available to administrators as follows:

1. At the successful completion of their first year in an administrative position.
2. Maintaining a minimum performance rating of 30 out of 40 on the “Administrative Evaluation”.
3. Ten-month administrators will be reimbursed on a prorated basis.

If the administrator resigns or retires from employment with the District, the administrator shall return to the District the money paid for tuition according to the following schedule:

- A. First year – 75%
- B. Second year – 50%
- C. Third year – 25%
- D. Fourth year – 0%

The District may withhold the sums due from any paycheck or other payment otherwise due the administrator. If the sums subject to withholding by the District do not discharge the administrator’s obligations, the administrator shall remit the balance due within ten (10) days following the cessation of his/her employment. Any amounts not paid when due shall be subject to interest at the rate of six percent (6%) per annum.

ARTICLE VI **RETIREMENT BENEFITS**

Superannuation Retirement

Upon superannuation retirement, administrators having at least seven years of service with the District shall receive \$100 per day for each day of unused sick leave (in lieu of, not in addition to, the severance payment described in Article V, Section A (Sick Leave)) provided that notice of intent to retire is provided by November 15th and final notification of retirement is provided by March 1st. All such payments shall be paid as a non-elective employer contribution into the administrator’s 403(b) account. Employees shall have no cash option to this benefit.

Retirement Hospitalization

An administrator employed as of the effective date of this Act 93 Agreement will be provided hospitalization coverage for the retiree and his/her spouse based on the District’s premium cost at the time of retirement for up to ten (10) years from the date of retirement or until the retiree reaches age 65, whichever is sooner.

The retiree shall be responsible for increases in the monthly premium that exceeds the District premium contribution at the time of retirement. The District shall not be responsible for purchasing insurance coverage in any month that the retiree payment is not remitted in advance of the due date of the District premium.

The District’s monthly obligation toward the purchase of the retiree’s health insurance shall be reduced by the amount of any premium assistance available to the retiree through the Public School Employee Retirement System to the extent not necessary to satisfy the retiree’s monthly

premium contribution as stated above. Any premium assistance available through PSERS shall be applied first to reduce the retiree's premium contribution obligation, if any, and secondly to reduce the premium contribution of the District.

ARTICLE VII
PAYROLL DEDUCTION ACCOUNTS
(SECTION 125, HEALTH SAVINGS & 403B ACCOUNTS)

During the term of this agreement, the District shall make available to Act 93 participants a Section 125 Flexible Spending Program for dependent care expenses, subject to applicable IRS regulations.

The District shall establish a health savings account (HSA) for administrators' contributions for medical expenditures, subject to applicable IRS regulations. The District shall annually contribute to the health savings account of administrators enrolled in the District's group health insurance plan the amount of annual plan deductible less \$500 during the 2013-14 and 2014-15 school years, less \$600 during the 2015-16 school year and less \$700 during the 2016-17 school year. The District shall not make employer contributions to an HSA for any employee not enrolled in the District's group health insurance plan. In addition, eligible employees may contribute, by voluntary payroll deduction, an additional amount to their HSA account up to the annual contribution limit as determined each year by the Internal Revenue Service.

Further, an administrator may voluntarily request that his/her salary be reduced by any amount annually to the maximum provided by law. These funds shall be placed each pay period into a tax sheltered annuity plan made available by the Seneca Valley School District. The administrator will file a salary reduction form with the District's payroll office in accordance with District's policies and procedures. These 403(b) accounts for administrators shall not be limited to those investment advisors enumerated in the teachers' collective bargaining agreement.

ARTICLE VIII
CONTINUANCE

Should a new Act 93 document not be completed between the Seneca Valley School Board of Directors and the Seneca Valley Administrative Team by the time the current Act 93 expires, all terms, conditions and coverage of the Act 93 shall remain in full effect until a new Act 93 document can be reached and approved.

Current Administrative Positions

Senior High School Principal
Senior High School Assistant Principal
Intermediate High School Principal
Intermediate High School Assistant Principal
Middle School Principal
Middle School Assistant Principal
Cyber Service Coordinator & Secondary Assistant Principal
Seneca Valley Cyber Assistant Principal
Evans City Middle School Principal
Haine Middle School Principal
Connoquenessing Valley Elementary Principal
Evans City Elementary Principal
Haine Elementary Principal
Rowan Elementary Principal
Haine Elementary/Middle School Assistant Principal
Connoquenessing Valley/Rowan Elementary Assistant Principal
Director of Special Education & Gifted
Assistant Director of Special Education & Gifted
Psychologists
Athletic Director
Transportation Director
Buildings and Grounds Director
Communications Director
Information Technology Director

**Seneca Valley School District
Administrative Evaluation**

Name _____ Appraiser(s) _____

Date _____ Total Points _____

The performance for this administrator on each of the categories is to be rated by the appraiser according to the scale – 4 (Excellent) to 0 (Unsatisfactory).

Performance Rating Scale Definitions

4 = Excellent, 3 = Above Average, 2 = Minimum Requirements,
1 = Needs Improvement, 0 = Unsatisfactory

1. Leadership 4 3 2 1 0

This administrator:

- A. gets others involved in solving problems.
- B. recognizes and takes appropriate action when a group requires direction.
- C. seeks out relevant data.
- D. interacts with the group effectively to bring closure to the situation.

2. Knowledge of Responsibilities 4 3 2 1 0

This administrator:

- A. has a complete knowledge of his/her area of responsibility.
- B. has a clear understanding of the School Code, School Board policies and administrative regulations that affect the daily function of his/her position.
- C. has a clear understanding of the limits of his/her area of responsibility.

3. Organizational Ability 4 3 2 1 0

This administrator:

- A. plans, schedules, and controls the work of his/her staff
- B. visits classrooms on a regular basis.
- C. checks teacher lesson plans on a weekly basis.
- D. supervises and evaluates staff on a regular basis.
- E. uses resources in an optimum fashion.
- F. exhibits flexibility.

- 4. Decisiveness - Judgment** 4 3 2 1 0
 This administrator:
 A. recognizes when a decision is required.
 B. acts quickly in making decisions.
 C. reaches logical conclusions and makes high quality decisions based on available information.
 D. has skill in identifying educational needs and sets appropriate priorities.
 E. appropriately consults superiors.
- 5. Communications** 4 3 2 1 0
 This administrator:
 A. makes clear oral presentations of facts or ideas.
 B. expresses ideas clearly in writing.
 C. expresses self appropriately for different audiences, students, teachers, parents, et al.
 D. communicates information on a timely basis.
- 6. Sensitivity** 4 3 2 1 0
 This administrator:
 A. perceives the needs, concerns and personal problems of others.
 B. has skill in resolving conflicts.
 C. has tact in dealing with others.
 D. deals effectively with people concerning emotional issues and knows what information to communicate and to whom.
- 7. Professional Ethics** 4 3 2 1 0
 This administrator:
 A. pays a high degree of professional ethics with students, teachers, associates, parents and the school community.
 B. maintains professional demeanor at all times.
 C. understands the difference between management and staff.
 D. is forceful without being offensively aggressive.
- 8. Educational Values** 4 3 2 1 0
 This administrator:
 A. possesses a well-reasoned educational philosophy.
 B. is receptive to and seeks out new ideas.
 C. supports and implements school district philosophy and Board directives and displays a high degree of loyalty to school Board decisions.
 D. is receptive to change.
- 9. Stress Tolerance** 4 3 2 1 0
 This administrator:
 A. performs under pressure and during opposition.
 B. thinks clearly under pressure.
 C. remains calm when under pressure.
 D. maintains a professional and cooperative attitude.

10. Personal Motivation – Range of Interests

4 3 2 1 0

This administrator:

- A. shows evidence that work is important to personal satisfaction.
- B. is self-policing in activities and responsibilities.
- C. is competent in discussing a variety of subjects – educational, political, current events, economics, et al.
- D. actively participates in events both during and after-hour functions – community projects, committee assignments, et al.

Total Points – Items (1 to 10) _____

Notes (Optional- attach as needed and a copy will be affixed to each copy of this form)

Appendix C

2013-14 School Year

Position Groups	Position Value
<ul style="list-style-type: none"> ● Senior High School Principal ● Intermediate High School Principal ● Secondary Middle School Principal ● Director of Special Education 	\$110,500
<ul style="list-style-type: none"> ● CV Elementary School Principal ● Haine Elementary School Principal ● Evans City Elementary School Principal ● Rowan Elementary School Principal ● Haine Middle School Principal ● Evans City Middle School Principal ● Assistant Director of Special Education 	\$101,500
<ul style="list-style-type: none"> ● Secondary School Assistant Principal ● Assistant Principal K-12 Cyber ● Assistant Principal & OPT 	\$89,925
<ul style="list-style-type: none"> ● Elementary School Assistant Principal 	\$80,500
<ul style="list-style-type: none"> ● School Psychologist 	\$77,000
<ul style="list-style-type: none"> ● Information Technology Director 	\$96,100