

**SPRING COVE SCHOOL DISTRICT**  
**ACT 93 ADMINISTRATIVE COMPENSATION/STATEMENT OF BENEFITS**  
**July 1, 2016 to June 30, 2019**

**I. Positions and Position Workdays Covered by This Statement**

**Tenured Administrators/Supervisors/Specialists**

A. Senior High School Principal	260 days
B. Assistant High School Principal/Athletic Director	220 days
C. Middle School Principal	260 days
D. Elementary School Principal	260 days
E. Elementary School Principal/Federal Programs Coordinator	260 days
F. Director of Special Education	260 days
G. School Psychologist	220 days
H. Director of Curriculum K-12	260 days

**II. Length of Agreement**

This Agreement is for a term of three years in length, beginning July 1, 2016 and ending June 30, 2019. All Act 93 employees working less than 260 days will work a schedule for their contracted number of days as approved annually by the Superintendent.

**III. Salary at Time of Hiring**

- A. **Newly Hired Act 93 Employees** – Newly hired Act 93 employees will be offered a salary based on position contract days; years of experience in teaching or work in a related profession; earned certifications and/or license, Masters and/or Doctorate degrees; documented success in setting and achieving role goals; building and administering budgets; analyzing and interpreting multiple databases; and, in leading students, faculty and/or support staff to significantly improved performance.
- B. **Employee Requested Transfers within the District** – An employee requesting a transfer to a vacant Act 93 position is required to interview for the position. If the requesting employee is the successful candidate, the salary will be based upon an increase and/or decrease in contract days and factors linked with an increase or decrease in role responsibilities.

**IV. Annual Performance Evaluation**

An annual salary adjustment of three percent (3%) will be based on the Superintendent's Annual Performance Assessment for each Act 93 employee. The District will utilize PDE 82-2 as the evaluation instrument. In the event an administrator covered by this Agreement receives a 'Needs for Improvement' or 'Unsatisfactory' on any component of the evaluation, he or she will not receive a salary increase for the subsequent school year.

**V. Benefits**

All benefits provided for other District professional employees, by law, shall accrue to Act 93 employees covered under this Agreement. However, under no circumstances shall there be duplication or pyramiding of benefits. Additional benefits shall be:

- A. **Term Life Insurance** in the amount of \$150,000 shall be provided to each Act 93 employee for the term of this Agreement. If the Act 93 employee elects to retire, under the Public School Employees Retirement System (PSERS) during the term of this Agreement, a term life insurance policy will be provided by the District in the

amount of \$150,000 until the retiree reaches the age of 67 years. This benefit is subject to the operating guidelines and procedures of the insurance provider.

- B. **Errors and Omissions Insurance** in the amount the Board deems appropriate against legal suit for "errors and omissions" subject to the operating guidelines and procedures of the insurance provider.
- C. **Income Disability Insurance** in the amount of 66 2/3% of salary shall be provided to each Act 93 employee. Any Act 93 employee approved by the insurance company for income disability benefits shall receive disability benefits payments coverage under the terms and conditions of the policy.

Under no circumstances is the District a self-insurer. The District's only obligation, if any, is to pay the premium to provide coverage listed hereunder.

- D. **Healthcare Insurance** will be provided for the Act 93 employee and their eligible dependents for the term of this Agreement, under a plan that meets the minimum IRS requirements for a qualified high deductible health plan (HDHP). Effective July 1, 2013, this healthcare coverage will be defined as a Preferred Provider Organization (PPO) qualified high deductible plan program through Highmark, Inc. including hospitalization, medical/surgical services, prescription drugs, and preventive care that is described in more detail in Appendix A of this Agreement. During the term of this agreement in conjunction with the HDHP, the School Entity will make a contribution to a Health Savings Account (HSA) for the benefit of the Act 93 employee equal to 50% of the HDHP deductible.

The District shall pay the full premium for the Act 93 employee and their eligible dependents provided the Act 93 employee authorizes a \$600 per year (\$50 per month) payroll deduction toward the premium of this insurance regardless of the type of coverage chosen (family coverage, individual coverage, two person coverage, etc.). The Act 93 employee's share of premium insurance shall be discontinued beginning January 1, 2016.

Beginning January 1, 2016, the District shall provide for the Act 93 employee and their eligible dependents health care coverage which will be defined as a qualified HDHP with in-network deductibles of \$1,500\* individual/\$3,000\* family, and as described in more detail on the attached Appendix A. (\*Denotes that this could increase in future years if the IRS minimum exceeds threshold.) The District shall pay the full premium toward this insurance, regardless of coverage, throughout the term of this Agreement.

The option to choose coverage shall be limited to the open enrollment period of November 15 - December 15 of the given year. All other changes must be based on those considered life-changing events as defined by the District's Section 125 Plan document.

- E. **Healthcare Insurance Opt-Out** -- In lieu of healthcare insurance provided in this Agreement, Act 93 employees are eligible to choose an opt-out healthcare insurance program during the District's open enrollment period. Demonstrated proof of coverage under another healthcare insurance program is a precondition for opting out. The opt-out total is \$3,000, payable in two \$1,500 end-of-month installments in December and June.
- F. **Dental Coverage** shall be provided for each Act 93 employee and/or immediate family as a basic dental plan to include full coverage for routine procedures up to \$1,000 per covered individual per year. The premium for this coverage will be paid in full by the District, with the agreement that the employee will permit the

deduction of \$8 per month for the purpose of sharing in the premium cost associated with this coverage. If any Act 93 employee chooses not to approve the monthly payroll deduction, the level of dental coverage shall be reduced to \$500 per covered individual.

**G. Paid Holidays** -- All 260 day Act 93 employees shall receive the following paid holidays:

- New Year's Day
- President's Day (If school is not in session)
- Good Friday (If school is not in session)
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving
- First day of deer season (If school is not in session)
- Christmas Day
- Day preceding Christmas (If school is not in session)

In addition, all 260 day Act 93 employees will receive one-half of the student days, up to three (3) days, over the winter holiday observance. Should any of these holidays fall on Saturday or Sunday, or if school is in session, the Superintendent shall designate an appropriate weekday as that holiday.

**H. Annual Vacation Leave**

All Act 93 employees categorized as two hundred sixty (260) day employees will be granted twenty (20) paid vacation days each year. If any vacation days are unused either upon termination or upon retirement, then the Act 93 employee shall be paid on account of such days a prorated share of the annual salary applicable to the year of termination or retirement. Calculation of such prorated share shall be based upon 260 work days per year.

Days may be prorated where less than a full year of employment is performed. In the event the Act 93 employee would have used all of these days granted effective July 1 prior to completing a full year of employment, the Act 93 employee would have an obligation to repay those days that would otherwise be due and owing for not working a full year of employment under this Agreement.

In all aspects, the vacation use of Act 93 employees is subject to the operational needs of the District.

**I. Vacation Carryover**

Vacation days earned but not used in the current year must be used by July 1 of the following year. Unused vacation days will roll to the following year under the conditions listed below:

- If an employee has more than ten (10) unused vacation days, the employee may carry up to ten (10) days into the next year. Any days carried over into the next year must be used in the year into which they were carried.

**J. Sick Leave Days**

All 260 day Act 93 employees covered under this Agreement shall receive an annual allotment of twelve (12) sick leave days.

All 220 day Act 93 employees covered under this Agreement shall receive an annual allotment of eleven (11) sick leave days.

**Transfer of Accumulated Sick Leave at Hiring** -- Individuals severing employment with a PSERS employer and beginning Act 93 employment with the Spring Cove School District, during the term of this Agreement, may transfer a maximum of twenty-five (25) unused sick leave days to the District.

**Conversion of Sick Leave Days at Retirement** -- All "long-term employees" (defined as thirty (30) or more years of PSERS service and at least seven (7) years of District service) covered by this Agreement shall be paid for unused sick leave days as follows:

- \$40 per day for the first one hundred (100) unused sick days,
- \$60 per day for the next one hundred (100) unused sick days,
- \$80 per day for the remaining unused sick days, up to the applicable cap described below.

With respect to any "long-term employee" who has accumulated two hundred fifty (250) or fewer sick days as of the effective date of this Agreement, the payout shall be capped at a maximum of \$16,000. With respect to any "long-term employee" who has accumulated more than two hundred fifty (250) sick leave days as of the effective date of this Agreement, the payout shall be capped at a maximum of \$21,000.

Any Act 93 employees covered by this Agreement and who are not "long-term employees" but who retire during the term of this Agreement having seven (7) or more years of service in the District as a teacher/specialist, administrator and/or supervisor shall be paid for unused sick leave days at the rate of \$60 for each unused sick day.

The payment of unused sick leave may be placed directly into an Annuity Plan per direction of the Act 93 employee.

- K. **Membership Dues** -- Membership dues shall be paid by the District for professional organizations of the Act 93 employee's choice with a maximum contribution of \$500 per year by the District.
- L. **Personal Leave Days** -- Any Act 93 employee covered under this Agreement shall be granted two (2) personal leave days per year. Unused personal leave days shall accumulate to a maximum of four (4) with no more than four (4) taken in any one school year.
- M. **403(b) Matching Contribution** -- The District will make an annual 50% matching contribution to a maximum of \$2,000 to an existing voluntary tax deferred plan or to a Board approved alternate qualified tax program.

**VI. Workshops, Conferences, etc.**

The Superintendent has the authority to grant permission for any Act 93 employee covered under this Agreement to attend local, state, and national workshops, conferences, or other professional improvement sessions. The Board shall pay, within the limits of budget appropriations, the reasonable expenses (including fees, meals, lodging and/or transportation) incurred. However, the maximum meal reimbursement rate shall be set at a maximum daily allowance for meals of \$50, reimbursable with receipts. The District will not reimburse for alcoholic beverages.

**VII. Professional Improvement Tuition Reimbursement**

The District will reimburse Act 93 employees covered under this Agreement for tuition costs to a maximum of nine (9) credits per year for professional development courses pre-approved in writing by the Superintendent to a maximum of \$650 per credit. Full credit reimbursement, up to a maximum of \$650 per credit, will be paid for transcript grades of "A", 75% for a transcript grade of "B", and 0% for any transcript grade less than a "B" or for courses having a "pass/fail" grade, except with the Superintendent's pre-approval.

Act 93 employees terminating employment within two (2) years of credit reimbursement are required to repay the District as defined in the following schedule:

- 75% within one (1) year from the date of reimbursement payment
- 50% within two (2) years from the date of reimbursement payment

A repayment deduction will be made from the Act 93 employee's last paycheck. If the deduction does not satisfy the total due to the District, payment of the balance due is required within two (2) weeks of the last day of employment.

**Administrative Compensation/Statement of Benefits  
July 1, 2016 to June 30, 2019  
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As voted on and agreed to by the Spring Cove School District Board of Directors at their Regular Meeting held on February 16, 2016, this Act 93 Administrative Compensation/Statement of Benefits Agreement is in effect from July 1, 2016 to June 30, 2019 and applies to all administrative staff and other staff as designated in Section I of this plan document. This signed Agreement does not preclude Meet and Discuss between the Act 93 employees and the School Board nor does it preclude the Board of School Directors from expanding the benefits at any time.



President

Spring Cove School District Board of School Directors

2-26-16

Date



Act 93

Administrative Representative

2-24-16

Date

**APPENDIX A**

**HEALTH CARE  
PPO QUALIFIED HIGH DEDUCTIBLE PLAN**

# Spring Cove School District (Teachers and Administrators)

## Overview of PPOBlue Qualified High Deductible Health Plan

### Non-Grandfathered

BENEFIT	PPOBlue Qualified HDHP Group Number(s): Active 13184-20; Inactive: 13185-50; COBRA: 13185-51	
	In-Network Care <sup>1</sup>	Out-of-Network Care <sup>1,2</sup>
<b>Policy Provisions</b>		
Benefit Period	January 1 - December 31	
Benefit Period Deductible <sup>3</sup> (Employee Only Plan / Family Plan)	\$1,500 / \$3,000 Applies to Medical and Prescription Drug Benefits	
Co-insurance (The Plan Pays:)	100% after deductible	80% after deductible
Annual Out-of-Pocket Maximum (Employee Only Plan / Family Plan)	Not Applicable <i>Does not apply when the in-network co-insurance is 100% after deductible</i>	\$1,500 / \$3,000 <sup>4</sup> (not including deductibles) (not including balance billing)
Total Maximum Out-of-Pocket (Employee Only Plan / Family Plan) <sup>5</sup> (Includes medical and prescription drug deductible, coinsurance, & copays)	\$1,500 / \$3,000	Not Applicable
Lifetime Maximum Per Person	Unlimited	
Dependent Eligibility	Dependents To Age 26	
Precertification Requirements	Yes (provider responsibility)	Yes <sup>6</sup>
<b>Preventive Care Services</b>		
Routine Physical Exams (adult & pediatric)	100% (deductible does not apply)	80% after deductible
Routine Gynecological Exams, including PAP Test	100% (deductible does not apply)	80% (deductible does not apply)
Adult Immunizations	100% (deductible does not apply)	80% after deductible
Childhood Immunizations	100% (deductible does not apply)	80% (deductible does not apply)
Mammograms - Routine	100% (deductible does not apply)	80% after deductible
Colorectal Cancer Screening - Routine	100% (deductible does not apply)	80% after deductible
<b>Hospital / Physician Services</b>		
Physician Office Visits	100% after deductible	80% after deductible
Specialist Office Visits	100% after deductible	80% after deductible
Maternity Care (facility & professional)	100% after deductible	80% after deductible
Inpatient Hospital Services	100% after deductible	80% after deductible
Outpatient Hospital Services	100% after deductible	80% after deductible
Medical/Surgical Services (except office visits)	100% after deductible	80% after deductible
Diagnostic Services		
Advanced Imaging (MRI, CAT Scan, PET Scan, etc)	100% after deductible	80% after deductible
Basic Diagnostic Services (Standard Imaging, Diagnostic Medical, Lab/Pathology, Allergy Testing)	100% after deductible	80% after deductible
Mammograms - Medically Necessary	100% after deductible	80% after deductible
Colorectal Cancer Screening - Medically Necessary	100% after deductible	80% after deductible
Allergy Extracts	100% after deductible	80% after deductible
Transplant Services	100% after deductible	80% after deductible
<b>Emergency Services</b>		
Emergency Room Services <sup>7</sup>	100% after deductible	
Ambulance	100% after deductible	80% after deductible
<b>Therapy Services</b>		
Spinal Manipulation Services	100% after deductible	80% after deductible
	<i>Combined Limit: 25 visits per benefit period</i>	
Physical Therapy Services	100% after deductible	80% after deductible
Speech & Occupational Therapy Services	100% after deductible	80% after deductible
Cardiac Rehabilitation, Chemotherapy, & Dialysis Treatment	100% after deductible	80% after deductible
Infusion & Radiation Therapy Services	100% after deductible	80% after deductible
Respiratory Therapy Services	100% after deductible	80% after deductible



# Spring Cove School District (Teachers and Administrators)

## Overview of PPOBlue Qualified High Deductible Health Plan

### Non-Grandfathered

BENEFIT	PPOBlue Qualified HDHP Group Number(s): Active 13184-20; Inactive: 13185-50; COBRA: 13185-51	
	In-Network Care <sup>1</sup>	Out-of-Network Care <sup>1,2</sup>
<b>Behavioral Health Services</b>		
Mental Health - inpatient	100% after deductible	80% after deductible
Mental Health - Outpatient	100% after deductible	80% after deductible
Substance Abuse - Inpatient Detoxification	100% after deductible	80% after deductible
Substance Abuse - Inpatient Rehabilitation	100% after deductible	80% after deductible
Substance Abuse - Outpatient Rehabilitation	100% after deductible	80% after deductible
<b>Other Services</b>		
Dental Services Related to Accidental Injury	100% after deductible	80% after deductible
Diabetes Treatment	100% after deductible	80% after deductible
Durable Medical Equipment	100% after deductible	80% after deductible
Enteral Formulae	100% after deductible	80% after deductible
Home Infusion Therapy	100% after deductible	80% after deductible
Home Health Care	100% after deductible	80% after deductible
Hospice Care	100% after deductible	80% after deductible
Infertility Counseling, Testing and Treatment <sup>8</sup>	100% after deductible	80% after deductible
Orthotics	100% after deductible	80% after deductible
Pediatric Extended Care Services	100% after deductible	80% after deductible
<i>Combined Limit: 100 days per benefit period</i>		
Private Duty Nursing	100% after deductible	80% after deductible
Prosthetics	100% after deductible	80% after deductible
Skilled Nursing Facility	100% after deductible	80% after deductible
<b>Prescription Drugs</b>		
Prescription Drug Deductible	Works in Conjunction With Medical Deductible	
Prescription Drug (retail)	100% after deductible <sup>3</sup> Up to a 34 day supply National Plus Pharmacy Network Open Formulary	
Prescription Drug (mail)	100% after deductible <sup>3</sup> Up to a 90 day supply Open Formulary	

<sup>1</sup> You may be responsible for a facility fee, clinic charge or similar fee or charge (in addition to any professional fees) if your office visit or service is provided at a location that qualifies as a hospital department or a satellite building of a hospital.

<sup>2</sup> Precertification may be required for services rendered by out-of-network providers.

<sup>3</sup> Deductible levels are determined by the IRS and are subject to change.

<sup>4</sup> Non-participating providers or those who are not in the Highmark network can bill members for the difference between the amount that the non-participating provider bills and the payment Highmark will make for the covered services that are performed by the non-participating provider. This is referred to as balance billing and the member's liability is not limited by the health plan. Balance billing liabilities are above and beyond the out-of-pocket maximum listed on this benefit grid.

<sup>5</sup> The in-network total maximum out-of-pocket as mandated by the federal government must include medical and prescription drug deductible, coinsurance, & copays. If you are enrolled as an individual, the deductible, and Total Maximum Out-of-Pocket for the "Employee Only" plan apply. If you are enrolled in a "Family" plan, the entire family deductible and Total Maximum Out-of-Pocket apply.

<sup>6</sup> HMS must be contacted prior to a planned inpatient admission or within 48 hours of an emergency or maternity-related inpatient admission. Some facility providers will contact HMS and obtain precertification of the inpatient admission on your behalf. Be sure to verify that your provider is contacting HMS for precertification. If not, you are responsible for contacting HMS. If this does not occur and it is later determined that all or part of the inpatient stay was not medically necessary or appropriate, you will be responsible for payment of any costs incurred.

<sup>7</sup> Emergency service is any health care service provided to a member after the sudden onset of a medical condition that manifests itself by acute symptoms of sufficient severity or severe pain, such that a prudent layperson who possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical attention to result in: a) placing the health of the member, or, with respect to a pregnant woman, the health of the woman or her unborn child, in serious jeopardy; b) serious impairment to bodily functions; or c) serious dysfunction of any bodily organ or part.

<sup>8</sup> Treatment includes coverage for the correction of a physical or medical problem associated with infertility. Infertility drug therapy may or may not be covered depending on your group's prescription drug program.

<sup>9</sup> At a retail or mail order pharmacy, if your deductible has not been met, you pay the entire cost for your prescription drug at the discounted rate Highmark has negotiated. The amount you paid for your prescription will be applied to your deductible.

# Spring Cove School District (Teachers and Administrators)

## Overview of PPOBlue Qualified High Deductible Health Plan

### Non-Grandfathered

BENEFIT	PPOBlue Qualified HDHP Group Number(s): Active 13184-20; Inactive: 13185-50; COBRA: 13185-51	
	In-Network Care <sup>1</sup>	Out-of-Network Care <sup>1,2</sup>

**NOTE:** This grid is only provided as a brief overview of benefits. All services must be medically necessary and appropriate, as determined by Highmark Blue Cross Blue Shield, for benefits to apply.  
For questions concerning your benefits, please contact The Reschini Group at 1-800-442-8047.