

AGREEMENT

BETWEEN

**SPRING GROVE AREA SCHOOL DISTRICT
ADMINISTRATIVE/SUPERVISORY PERSONNEL**

AND

SPRING GROVE AREA SCHOOL DISTRICT



Dated

January 19, 2015

For Period

JULY 1, 2015 - JUNE 30, 2016

I. PROGRAM FOR ADMINISTRATOR/SUPERVISORY SALARIES

The Spring Grove Area School District Pay Practice Program is an appraisal and reward system, which acknowledges administrative responsibility for planning, organizing, executing, and reviewing appropriate functions of the School District's operation. It is a realistic response to the need for a pay practice program which is based on performance and which affirms these basic beliefs:

- A. Leadership produces results in the attainment of District goals.
- B. Appraisal facilitates growth and professional development.
- C. Accountability is essential to a quality educational program.
- D. Good performance deserves recognition.
- E. Poor performance requires remediation.

The Spring Grove Area School District Administrative Pay Practice Program makes provision for the fact that each position has a relative value to the others and that salaries of all positions must be related to some extent to local and regional developments and to the potential cost of obtaining competent replacements in the event of vacancy. The program provides for salary growth beyond annual increases through basic job performance ratings. Conversely, the program provides a means for withholding increments in those cases where they are not justified by job performance.

- A. **Positions Covered by These Provisions**
(Changes may occur to this list as per Superintendent's recommendations to Board of School Directors for final approval)

<u>Position</u>	<u>Contracted Days</u>
Director of Pupil Services	260
Special Education Supervisors	260
High School Principal	260
Assistant High School Principals	260
Middle School Principal	260
Assistant Middle School Principal	260
Intermediate School Principal	260
Assistant Intermediate/Assistant Elementary School Principal	260
Elementary Building Principals	260
Student Athletic Coordinator	260
Director of Support Services	260
District Technology Coordinator	260

- B. **SOURCE MATERIALS**

Comprehensive information on the salaries of administrators and supervisors in Pennsylvania school systems is currently available in a variety of reports illustrating state, intermediate unit, and county data.

C. **BASIC SALARY COMPUTATION**

Administrators/Supervisors who receive Fails to meet Basic Expectations performance rating will not have a salary adjustment.

Fails to meet Basic Expectations performance evaluations will be reviewed at the end of each semester. If the employee has addressed, in a satisfactory manner, the areas identified as deficient, an adjustment in salary will occur for the succeeding semester.

The Board will review administrators' base salaries in the final year of this agreement, comparing those salaries with salaries paid to similar positions across the county, for the purpose of insuring that salaries paid by Spring Grove Area School District remain competitive.

Basic job performance/expectations will be evaluated using the appraisal form based on Board approved position descriptions and "Standards for School Leaders" as developed by the Interstate School Leadership Licensure Consortium.

The base salary for the 2015-2016 school year shall be determined by multiplying the 2014-2015 total compensation times the percent of incentive received based on the evaluation. The same procedure shall be used to determine the total compensation for the remaining years of the contract.

Base salary % Increase	0%	1.5%	2.5%	3.0%
Total evaluation points	1	2	3	4

Procedure:

- See above scale for guide as to annual increase
- Anecdotal information can be taken into account by Superintendent and Assistant Superintendent

D. **TAX SHELTERED ANNUITY**

An additional one percent (1%) of the Annual Administrator/Supervisor total salary will be paid to a designated Tax Sheltered company on or before June 30 of each year if the employee has completed the full student school year.

- Employee should annually designate to Business Manager which tax shelter company they wish to use prior to June 15 of each school year.
- Employee and their TSA Company would be responsible to ensure that the employee is within federal limits and meet all other legal requirements of the federal TSA and IRS laws.

II. PROFESSIONAL DUES

Each administrator/supervisor will be entitled to receive reimbursement up to \$950.00 for the 2015-2016 school year for the cost of their professional memberships in local, state, and national associations that are related to their work assignments with a \$50.00 per year increase for the remainder of the Agreement. Membership in more than one organization may be maintained through this provision.

An associate membership in the Pennsylvania School Boards Association will be maintained for each administrator/supervisor by the District.

III. VACATIONS AND HOLIDAYS

A. VACATIONS

- 1) On July 1 of each year, administrators/supervisors will be provided their full allotment of vacation in direct relation to their length of employment with the District in an administrative/supervisory capacity. For the purposes of this agreement, each administrator/supervisor will be granted sixteen (16) days of vacation during each of the first five (5) years of said employment with one (1) additional day for each year of service beyond five, to be awarded at the onset of each additional year, and capped at ten (10) additional days. Newly appointed administrators/supervisors who have been on duty for less than one (1) year will be granted vacation by the Superintendent based on a pro ratio of the 16 days awarded per school calendar year (July 1-June 30).
- 2) Vacation days awarded in any school calendar year (July 1 – June 30) may be carried over for use through the summer to August 31.
- 3) Vacation leave unused by August 31 of the calendar year will be handled as follows:
 - If an administrator/supervisor has used ten vacation days by August 31, a maximum of five unused vacation days will be reimbursed to the employee at the per diem rate for the school year in which the vacation leave was allocated. The administrator/supervisor must complete and forward the District form to the Business Office between September 1 and September 15. This form will be enclosed annually with the last paycheck in August. Payment will be made within two (2) weeks after the Business Office receives the completed form.
 - Additional vacation days will not be transferred or reimbursed.
- 4) Vacation may be taken by administrators/supervisors during the academic year upon approval of their immediate supervisor.
- 5) Paid vacation will be granted only to those administrators/supervisors employed on a 12-month contract.

B. HOLIDAYS

- 1) The following ten (10) days are paid holidays for all 12-month administrators and supervisors:

July 4
Labor Day
Thanksgiving Day and the following Friday
Christmas Eve Day and Christmas Day
New Year's Eve Day and New Year's Day
Good Friday
Memorial Day

Unless a directive to the contrary is issued by the Superintendent, when any holiday falls on a Saturday, the preceding Friday shall be recognized as the holiday. When the holiday occurs on a Sunday, the following Monday shall be recognized as the holiday.

- 2) When schools are closed due to holiday vacations, all the vacation days not specified as one of the above holidays shall be considered workdays for 12-month administrators/supervisors unless vacation leave is utilized with the immediate supervisor's approval.

However, reasonable flexibility in daily schedules will be allowed so long as administrators/supervisors are responsible for the work performed by support personnel responsible to them.

- 3) School closings due to weather or other emergency conditions are not vacations for 12-month administrators/supervisors, although reasonable flexibility in working hours may be permitted by the Superintendent.

IV. REIMBURSEMENT FOR COLLEGE CREDITS

Reimbursement for advanced study shall be made per credit in an amount equal to the tuition charged by the college or university.

Should the administrator/supervisor not complete a full year of service following the completion of the course, reimbursement will be due to the District for the full cost of the course. If the administrator/supervisor completes one year of service but less than two years, two-thirds of the cost of the course would be reimbursed to the District. If the administrator/supervisor completes two years of service but less than three years of employment, one third of the cost of the course would be reimbursed to the District. After three years of employment, no reimbursement would be due. If an administrator/supervisor leaves the District due to death, retirement, or is fully disabled as certified by a qualified physician, no course reimbursement will be due back to the District.

V. INSURANCE

A. Health and Dental Insurance (Active)

Health and dental insurance shall be provided in accordance with language contained in the current teacher contract for each Administrator/Supervisor.

B. Vision Insurance (Active)

Family vision coverage is provided to each Administrator/Supervisor through the Lincoln Benefit Trust. Vision insurance benefits are outlined in the proposal from Davis Vision and are detailed in the Proposed Benefits and Program Highlights section of the proposal found in Appendix B.

C. Health Insurance (Retirees)

Administrators/Supervisors who have ten (10) years of service in the Spring Grove Area School District with at least five (5) years as an Act 93 Administrator/Supervisor and have thirty (30) years of total service in the field of education qualify for up to ten (10) years of single coverage with 70% of the net cost after the application of the PSERS reimbursement paid by the District. Coverage at School District expense will cease when the covered employee becomes eligible for Medicare coverage should this occur prior to exhausting ten years of coverage.

D. Long-Term Disability Plan

Each administrator/supervisor will be eligible for a long-term disability plan, at the employer's expense, up to 66.67% of the administrator/supervisor's monthly salary to \$6,500 per month. This plan will be available to any administrator/supervisor upon severance/retirement with direct payment to the insurance carrier.

E. Death Benefit

Group term life insurance is provided to each administrator/supervisor in the amount of one and one-half (1-1/2) times the yearly salary. Additional group life insurance may be purchased through payroll deduction providing a minimum of 75% of the eligible administrators/supervisors participate.

VI. SEVERANCE PAY

An administrator/supervisor upon severance shall receive the following payment:

- For an employee hired prior to July 1, 2000, the amount of severance pay will be calculated using the total number of sick leave days that remain at the time of severance to a maximum of the number of unused sick days as of June 30, 2000 times the rate of \$90.00 per day. Unused sick leave days can be used as per Section VII, Sick Leave, of this agreement. The same payment shall be made in the event of the employee's death while in active service.

- For an employee hired on or after July 1, 2000 with a minimum of ten (10) years of full-time continuous employment within the Spring Grove Area School District, a payment of \$6,000 will be made. The same payment shall be made in the event of the employee's death while in active service.
- In the event that an employee hired prior to July 1, 2000, with a minimum of ten (10) years of full time continuous service within the Spring Grove Area School District at time of severance, uses his/her accumulated sick days to the point that the severance pay would be below \$6,000 (less than 66 days remain at the time of severance), a minimum payment of \$6,000 will be made. The same payment shall be made in the event of the employee's death while in active service.

VII. SICK LEAVE

Cumulative sick leave is provided at the rate of twelve (12) days for 260-day administrative/supervisory employees. Unused sick leave will continue to accumulate during the term of employment. Total accumulated sick-leave may be used as needed for illness without restrictions other than physicians' statements for absences of three (3) or more consecutive days or as required by the School Board or Superintendent under the provisions of Section 1154 of the School Laws of Pennsylvania and District policy. Current law requires the transfer of up to a maximum of twenty-five (25) days of accumulated sick leave when administrators or supervisors move from one (1) Pennsylvania school district to another.

VIII. PERSONAL LEAVE/EMERGENCY LEAVE

A. Personal Leave

Three (3) personal leave days per year will be granted with application made to the immediate supervisor five (5) days in advance of the day requested. Administrative/Supervisory employees may schedule them as needed. A personal leave day may be taken by any employee at any time to attend the graduation of a member of the immediate family as defined in Section 1154B of the Public School Code of 1949 as amended.

Any personal leave days not used during the term will accumulate up to four (4) days. Any personal leave days in excess of four (4) days may be accumulated as emergency days.

B. Emergency Leave

The use of emergency leave days will be granted for health reasons in the immediate family. "Immediate family" shall be defined by Section 1154B of the Public School Code of 1949 as amended. Emergency leave days may be used for emergencies other than health reasons (ie. property settlement; adoption of a child; divorce proceedings; estate settlement; appearance as a witness in criminal or civil proceedings; naturalization proceedings; etc.) as approved by the Superintendent.

One (1) emergency leave day per term cumulative will be granted for administrators/supervisors in their first three (3) years of service in addition to any unused personal leave days, which accumulate as emergency days. Emergency leave days in excess of five (5) will be transferred to sick leave at the end of the year in which they have accumulated.

IX. CONFERENCES

Administrators/Supervisors are encouraged to attend local, state, and national conferences on behalf of the Spring Grove Area School District for the dual purposes of furthering District goals and personal professional development. The District will permit administrators/supervisors to attend such conferences and subsidize such attendance by allocating \$2,000 per group of administrators; "group" defined as K-4, 5-8, 9-12, and Central Office. All such requests are subject to the approval of the Superintendent.

X. MEDICAL EXAMINATION

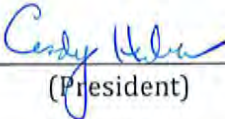
Each administrator/supervisor is encouraged to undergo a physical examination once every two (2) years, with full reimbursement for those examination expenses, which are not covered under District-provided medical insurance, and with the additional provision that a copy of the results will be provided to the District.

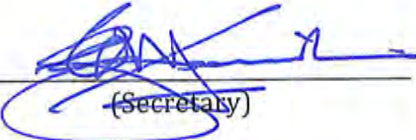
XI. TRANSPORTATION

- A. Mileage Reimbursement - Approved authorized Administrative/Supervisory personnel utilizing personal vehicles for official School District business purposes will be reimbursed at the rate authorized as a deduction by the Internal Revenue Service Regulations. The rate will be set on July 1 of each year and will remain in effect for the school year. Should the rate authorized by the Internal Revenue Service be reduced during the school year, the rate will be adjusted during the school year to avoid the inclusion of mileage reimbursement as taxable compensation for employees.
- B. District Vehicle Use - The Director of Support Services will have an assigned District vehicle for use at all times for official School District business purposes. A 1099 Miscellaneous Reimbursement Form will be filed annually by the Business Office.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE ACCEPTED AND EXECUTED THIS AGREEMENT FOR AND ON BEHALF OF THEIR RESPECTIVE ORGANIZATIONS.

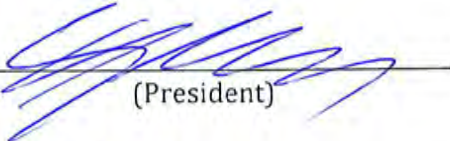
**SPRING GROVE AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS**

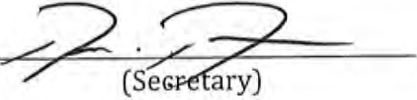
By: 
(President)

Attest: 
(Secretary)

Date: 1/19/15

**SPRING GROVE AREA SCHOOL DISTRICT
ADMINISTRATIVE/SUPERVISORY PERSONNEL**

By: 
(President)

Attest: 
(Secretary)

Date: 1/27/15