

**TRI-VALLEY SCHOOL DISTRICT
COMPENSATION PLAN FOR SCHOOL ADMINISTRATORS**

The Board of Directors of the Tri-Valley School District does hereby adopt the following Act 93 Agreement – Compensation Plan for School Administrators:

1. **Effective Date and Term.** This Plan shall be deemed in effect as of July 1, 2014, and shall remain in effect for a period of five (5) years until June 30, 2019.
2. **Persons Covered.** The Plan is intended to address compensation matters of all administrative personnel of the Tri-Valley School District, who are not otherwise eligible for inclusion in any of the recognized employee union organizations representing School District employees. A distinction is made with respect to some benefits between those who are employed throughout the entire year (twelve-month personnel) and those who are employed only during the school academic year and are off during the school summer vacation (ten-month personnel).
3. **Base Salary.** The base salary of a particular employee under this Plan is the annual salary of such employee for the fiscal year immediately prior to the fiscal year covered by this Plan, or any renewal thereof, excluding any bonuses or other extra-curricular or extraordinary compensation received by such employee during such prior fiscal year.
4. **New Employees.** The salary of an employee, who is hired during the term of this Plan or any renewal thereof, shall be subject to negotiation and agreement between such new employee and the Board. New employees shall be covered by all non-salary benefits which are authorized by the Plan, on the same terms and conditions as such benefits are made available to other new employees in the appropriate collective bargaining unit. New employees shall not be eligible for salary adjustments under this Plan until the fiscal year immediately following the fiscal year of their hiring, unless otherwise agreed upon by the Board and the employee in an appropriate case.
5. **Evaluations.** Each person covered by this Plan shall be given an evaluation rating by the superintendent or immediate supervisor, based upon performance of duties set forth in the appropriate job description, as well as achievement of goals established in accordance with this plan. Such evaluations shall be performed and acknowledged by May 31st of each year, prior to the beginning of the fiscal year covered by this Plan, or any renewal thereof. The evaluation for administrative and supervisory personnel shall consist of District approved formats. The format of the evaluation forms shall be established by the Board.
6. **Job Description and Goals.** In June of each year, each employee covered by this Plan will be given the opportunity to review and revise such employee's job description with the superintendent, if so desired by the employee. Any suggested job description changes shall not become effective unless approved by the Board. During the school summer vacation time, each employee covered by the Plan, in consultation with an immediate supervisor, shall develop goals for the new school year. Said goals, along with the

overall performance of the administrator shall become the basis for the evaluations described in Paragraph 5.

7. **Salary Adjustments.** The base salary of each employee covered by this plan shall be adjusted by no more than four (4) percent of the year immediately proceeding the previous fiscal year of this Plan, or any renewal thereof.

If any employee covered by this plan believes that his or her base salary should be adjusted, such employee shall meet and discuss the matter with the superintendent prior to April 1st. The superintendent may make appropriate recommendations to the Board regarding such base salary adjustment, which may be acted upon at the discretion of the Board.

8. **Non-Salary Benefits.** With the exception of the benefits listed in this section, which include: conferences; professional associations; vacation; sick leave; tuition reimbursement; life insurance; and inclement weather, all employees covered by this Plan shall receive the same benefits that are set forth in the current negotiated collective bargaining agreement between the School District and the Tri-Valley Education Association.

- a. Administrators from both the elementary and secondary levels will be permitted to attend conferences/workshops at the state level based upon approval of the superintendent.
- b. The District will pay for each administrator, the annual dues of two professional associations that benefit the School District, as approved by superintendent.
- c. Twelve-month administrative and supervisory personnel shall receive vacation days according to the following schedule (**Ten month employees are excluded from this policy**):
 - (1) Twenty (20) days of vacation for each 240 day administrator.
 - (2) **Accrued Days:** Each 240 day administrator can carry over ten (10) vacation days from one year until the next. Days exceeding the 30 day accrual limit shall be converted and credited to accumulated unused sick days.
 - (3) Upon leaving or retiring from the District, each 240 day administrator covered will be compensated at a per diem rate for no more than twenty-five (25) days of accrued vacation leave.
- d. All twelve month administrative personnel covered by this Plan shall be allowed 12 paid sick days per year, and may accumulate unused sick days from prior years.
 - (1) **Ten-month personnel** covered by this plan shall be allowed 10 paid sick days per year, and may accumulate unused sick days from prior years.

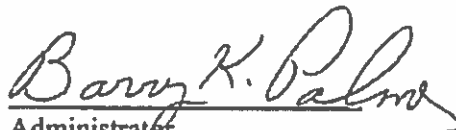
- e. The District will pay the full cost of tuition for all graduate courses, including on-line courses, taken by administrative personnel at an accredited institution up to a maximum of twelve (12) credits per year. This is payable in advance of the course with the stipulation that a passing grade is earned. Should a passing grade not be earned or the course not completed, the full amount of the tuition must be reimbursed to the District within one month of notification. Additional credits will be considered at the discretion of the Superintendent.
- f. Life Insurance is \$50,000 for each individual covered in this plan.
- g. In the event that the School District, or any of its offices or buildings are closed due to inclement weather, or if an employee is unable to attend work due to inclement weather, the following shall apply:


Administrative personnel covered by this agreement shall receive their normal salary and are expected to perform all tasks that would normally and customarily be performed, without additional compensation for any additional times that may be needed to do so.

- 9. Replacement of Prior Plan. This Plan shall supersede and replace any prior Compensation Plan for School Administrators, as of the effective date of this Plan.

It is further understood by the above parties, that the Act 93 agreement during the five (5) years of the plan will be complied with by the Tri-Valley School Board. It is understood that the meet and discuss session between the board and Act 93 members is concerned with the 2014-2015 through 2018-2019 school years.


 Administrator


 Administrator


 Administrator


 Administrator


 Administrator


 Administrator


 TVSD Board President


 TVSD Board Secretary

July 9, 2014
 Date

July 9, 2014
 Date