

**WEST GREENE SCHOOL DISTRICT
ADMINISTRATOR COMPENSATION PLAN**

(ACT 93)

The Board of School Directors of the West Greene School District recognizes the importance of maintaining an effective management team to strengthen the administrative and educational programs of the West Greene School District, and to establish and improve communication, conflict resolution, decision making and other relationships among the members of the Team.

However, while the management team concept places emphasis upon shared responsibility and authority, nothing in this Plan is intended to limit the ultimate authority and/or responsibility of the Board of School Directors to make decisions in accordance with applicable law.

1. TERM OF COMPENSATION PLAN - This Plan shall be effective July 1, 2015 and be in force continuously through June 30, 2018.

2. DEFINITIONS

A. The term "Administrator" shall include the following positions for the purpose of this Plan, together with any other position(s) which may be created by the Board of School Directors during the life of this Plan, and which is/are designated by the Board as a position(s) included within this Plan. Nothing set forth herein, however, shall obligate the School District to maintain any or all of these administrative positions during the term of this Plan:

- (1) Middle-Senior High School Principal
- (2) K-12 Assistant Principal
- (3) Elementary Principal

3. PERFORMANCE EVALUATIONS

A. Each Administrator and will be formally evaluated, at least annually, based on his/her job description and in accordance with an evaluation instrument to be determined by the District Superintendent. Notwithstanding the foregoing, the Board, upon the recommendation of the Superintendent, reserves the right to modify the performance evaluation tool to be used in any given year for any specific Administrator, prior to the 30th of September of the year of service in which the revised evaluation tool will be used. If a modified evaluation tool must be approved by the Pennsylvania Department of Education (PDE), then the modified tool will become effective upon submission to the PDE.

4. ADMINISTRATOR COMPENSATION

A. Determination of an employee's salary at the time of his/her initial employment with the School District and/or initial employment in a different or new position within the School District shall rest solely and exclusively with the Board of School Directors, which shall take into account the employee's years of service in education, prior years of service (if any) with the School District, other employment experience, educational background and prior relevant performance evaluations, if any.

B. During school year 2015-2016, the following salaries are established for the following positions included in this Plan:

(1)	Middle-Senior High School Principal	\$81,149.58
(2)	K-12 Assistant Principal	\$68,958.50
(3)	Elementary Principal	\$81,171.58

C. The following potential salary increases, with the potential for a bonus, are established for the identified years, with said salary increase to be payable in any given year, if at all, to any specific employee, as a result of a satisfactory or better assessment of performance on the annual evaluation:

2016-2017	2017-2018
2.0%	2.0%
with a potential for a bonus	with a potential for a bonus

(1) Potential Bonus

As set forth herein, an opportunity to earn additional compensation each year in the form of a bonus is as follows:

(a) Any such bonus shall be treated as an additional stipend subject to all appropriate payroll deductions, but at no time shall any such bonus, or any part of any such bonus, be included within the Administrator’s base salary, or otherwise factored into any subsequent salary increase to which the Administrator may be entitled.

(b) Subject to the conditions set forth herein, the Administrators shall be entitled to a bonus of up to three percent (3%) of the base salary prior to the evaluation. The actual bonus earned shall be determined by the Superintendent’s evaluation of the Administrator’s progress against the District’s Technology Short-Term Goals. In order to be eligible for a bonus, the Superintendent’s evaluation must result in a single performance rating of seventy-five percent (75%) or better using the evaluation tool. The bonus shall be based on the corresponding value to the single performance rating earned as shown in the table below:

Single Performance Rating	Bonus Percent of Base Salary
75%	0.5%
80%	1.0%
85%	1.5%
90%	2.0%
95%	2.5%
100%	3.0%

5. FRINGE BENEFITS/LEAVES

A. General - Except as otherwise set forth herein, the Administrators covered by this Plan shall be entitled to all insurance benefits and leaves granted to the professional employees of the West Greene School District by virtue of the collective bargaining agreement between the School District and the West Greene Education Association, subject to the same terms and conditions relating to said insurance benefits and leave provisions.

B. Health Insurance -

(1) Each Administrator shall be provided with health insurance benefits to the same extent and under the same terms as said benefits are provided to the professional employees of the West Greene School District by virtue of the collective bargaining agreement between the School District and the West Greene Education Association, and by virtue of *any* changes to the health insurance benefit provisions of the successor collective bargaining agreement as may be negotiated by the School District with the Association during the term of this Agreement.

(2) After the date of approval of this Agreement, each Administrator shall have the option, upon appropriate written notice to the School District, of voluntarily declining his/her participation in the School District's Health, Vision and Dental Insurance programs (collectively, "the Complete Program.") Should an Administrator choose not to participate in the Complete Program, he/she shall be entitled to be paid by the School District, on a monthly basis, the amount equal to fifty percent (50%) of the monthly premium cost otherwise payable by the School District on behalf of such Administrator, less any co-pay amount and based on his/her personal circumstances and coverage level (i.e., individual, employee and spouse, family), *PROVIDED HOWEVER*, that the Administrator provides prior written verification of his/her participation in an

alternative health insurance plan. An Administrator availing himself/ herself of these payments in lieu of health insurance coverage shall be permitted to enroll or re-enroll in the School District's health insurance plan (the Complete Program) at such intervals and/or on such dates as shall be established by the Plan Administrator, after which date the Administrator shall no longer be entitled to the monthly payments anticipated by this subsection (2).

C. Life Insurance - Each Administrator shall be provided with a life insurance policy, at the expense of the School District, in the amount of One Hundred Thousand Dollars (\$100,000.00), provided however, that the School District shall reserve the right to select the insurance company through which the policy or policies will be placed.

D. Each Administrator shall be entitled to three (3) personal leave days per year, accumulated to a maximum of five (5). Any unused personal leave days in excess of five (5) shall be converted to accrued sick leave earned by virtue of his/her employment with the School District. No more than five (5) personal leave days may be used in any one fiscal year, and use of personal leave days shall be subject to the following conditions:

- (a) No personal leave day shall be used during the first week of school and/or during the last two weeks of school.
- (b) No personal leave day shall be used on the day immediately before or after a District holiday or school vacation period.
- (c) Personal leave days may be used only in full-day or half-day increments.

E. Sick Leave Benefits - Each Administrator shall be entitled to Twelve (12) days per school year, which are cumulative.

F. Sick Leave Reimbursement - Upon retirement from the School District and from the Public School Employees' Retirement System, or in the event of an Administrator's death while in

service to the School District, the School District shall pay each Administrator or his beneficiary, as applicable, for each unused sick leave day accrued as an employee of the West Greene School District, at the rate of Eighty and no/100 Dollars (\$80.00) per day.

G. Administrator Work Year -The work year for all 12 month Administrators shall be 260 days, less the vacation day allotment set forth in subparagraph G below, and less any of the following days established as school holidays or breaks. In the event that any of school holidays or breaks needs to be used as student and/or teacher make-up days, the Administrators shall also be required to work on said days. Excluding the following holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday and Memorial Day, at least one Administrator will be required to be on call during breaks. Being on call will require the Administrator to be available to report to the district, during normal working hours, if the Board and/or Superintendent deem it necessary. The Administrators may be required to work one or more of the days during breaks if it is determined to be necessary by the Board and/or Superintendent.

In addition to the foregoing established holidays, each Administrator shall have two (2) additional "floating" holidays to be used when determined by the respective Administrator, consistent with the needs of the District and the other requirements of this Subparagraph.

H. Vacation - Each Administrator shall be entitled to twenty (20) days of paid vacation during each fiscal year to be prorated during the Employee's first year of employment with the School District. Vacation leave shall be earned, on an incremental basis, at the rate of 1.6 days per month, during the second, and each subsequent fiscal year, that the Administrator remains employed by the School District. Such vacation days must be used in the year in which the days are earned and/or during the summer months immediately following the end of the fiscal year in which the days are

earned, unless otherwise officially approved by the Board of School Directors. The scheduling of use of vacation leave must be approved in writing by the District Superintendent.

Upon voluntary resignation from the School District, the Administrator shall be paid for any unused vacation leave days earned, at the employee's per diem rate. If the Administrator has used more vacation leave days than the number earned, he/she will be required to reimburse the School District for any vacation days used in excess of those earned, in the form of a deduction from the Employee's final pay.

I. Credit Reimbursement - The School District shall reimburse each Administrator for accredited graduate credits up to One Hundred and no/100 (\$100.00) Dollars per credit, to a maximum of twelve (12) credits per fiscal year, subject to prior approval of the credits by the District Superintendent. Each Administrator may be reimbursed for up to twelve approved credits per year, upon provision of receipts evidencing the tuition costs and a transcript showing satisfactory completion (a letter grade of B or higher, or its numeric equivalent) of the courses for which reimbursement is requested.

J. Retirement Incentive - An Administrator wishing to retire from service in the West Greene School District and in the Pennsylvania Public School Employees Retirement System shall be afforded an opportunity to negotiate the terms and conditions of a retirement incentive for himself/herself, and the specific date that his/her retirement will be effective. Nothing set forth herein, however, shall obligate the School District to provide any such incentive to an Administrator, and the terms and conditions of a retirement incentive, if any, extended to one Administrator shall not be binding upon, or establish any practice or precedent with respect to any other Employee whose position is included within this Compensation Plan.