



**YORK
SUBURBAN
SCHOOL
DISTRICT**

ACT 93

**ADMINISTRATIVE COMPENSATION
AND
RETENTION PLAN**

**2016-17
THROUGH
2018-19**

**ACT 93
ADMINISTRATIVE COMPENSATION
AND
RETENTION PLAN**

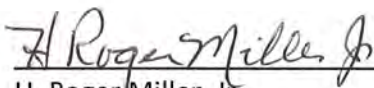
YORK SUBURBAN SCHOOL DISTRICT

2016-17

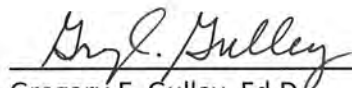
THROUGH

2018-19

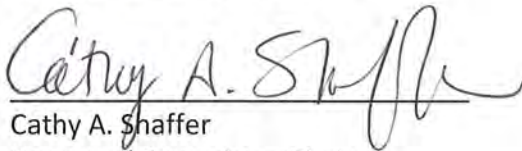
*In witness whereof, the parties have hereunto set their
hands and seals this 19 day of October, 2015*




H. Roger Miller, Jr.
President
York Suburban School Board



Gregory E. Gulley, Ed.D.
Indian Rock Elementary Principal
Administrative Representative



Cathy A. Shaffer
Personnel Committee Chair
York Suburban School Board



Scott T. Krauser, Ed.D.
Middle School Principal
Administrative Representative



Corinne D. Mason
Secretary
York Suburban School Board



Brian E. Ellis, Ed.D.
High School Principal
Administrative Representative

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**YORK SUBURBAN SCHOOL DISTRICT
ADMINISTRATIVE COMPENSATION & RETENTION PLAN**

The Board of School Directors of the York Suburban School District adopts the following Administrative Compensation Plan pursuant to the “Public School Code of 1949,” as amended, Section 1164. The Board recognizes the importance of maintaining an effective Management Team to strengthen the administration and educational programs of the District, and to establish and improve communications, decision making, conflict resolutions, and other relationships among the members of the Team.

I. Term of the Compensation Plan [Return to Table of Contents](#)

This plan is effective July 1, 2016, and shall continue until June 30, 2019.

II. Definition [Return to Table of Contents](#)

The term “Administrator” shall include the following positions for the purposes of this plan. Listing of these positions does not guarantee that all positions will remain in place during the term of the Plan.

A. Central Office Professional Personnel [Return to Table of Contents](#)

Director of Educational Services
Director of Pupil Personnel
Director of Technology

B. Other Professional Administrative Positions [Return to Table of Contents](#)

Elementary Principals
Middle School Principal
High School Principal
Secondary Assistant Principals

C. Support Staff Administrative Positions [Return to Table of Contents](#)

Director of Facilities

III. Salary Determination [Return to Table of Contents](#)

A Mid-Point salary is established for each administrative position based upon the PSBA Compensation Study for York Suburban School District formula as outlined in Addendum A.

In order to determine appropriate annual salary increases, each Administrator will be evaluated on an annual basis as outlined in the Administrative Evaluation Form attached as Addendum B. Salary increases are based on the Administrator meeting Proficiency Standards and the Administrator’s Progress/Achievement of Goals and PDTs as more fully defined in Addendum B. Salary adjustments will be based on the Mid-Point until the Administrator surpasses the Mid-Point at which time the salary will be calculated based upon the individual’s actual salary as more fully explained in Addendum B.

IV. **Salary Ranges** [Return to Table of Contents](#)

Administrators shall be compensated in accordance with applicable salary schedules set forth by PSBA's annual mid-point calculation. The 2016-17 salary scale, Addendum A, is the first of three schedules. The schedule will be updated annually and distributed to all members of the Act 93 group covered by this Plan upon receipt.

V. **Fringe Benefits** [Return to Table of Contents](#)

The following fringe benefits shall apply to all Administrators covered by this Plan:

A. **Term Life Insurance** [Return to Table of Contents](#)

The District will provide group term life insurance with accidental death and dismemberment benefits in the amount of 2.5 times the actual salary rounded to the next highest \$1,000.

B. **Health Care Insurance** [Return to Table of Contents](#)

The District will provide for the Administrator and family health care benefits equal to those provided under any current agreement between York Suburban Education Association. Administrator contributions will be those set forth in the Agreement between the Board of School Directors of the York Suburban School District and the York Suburban Education Association which is in place during the duration of this Plan.

C. **Dental Insurance** [Return to Table of Contents](#)

The District will provide for the Administrator and family dental benefits equal to those provided under any current agreement between York Suburban Education Association. Administrator contributions will be those set forth in the Agreement between the Board of School Directors of the York Suburban School District and the York Suburban Education Association which is in place during the duration of this Plan.

D. **Disability Insurance** [Return to Table of Contents](#)

The District will provide long-term disability insurance in the amount of 66 2/3% of the Administrator's salary. Coverage is to begin 91 days from last day worked, or with the expiration of accumulated sick leave, whichever comes later, and continuing to age 65. Benefits will be coordinated with Social Security, workers' compensation, and retirement provisions, if applicable.

E. **Work-Related Injuries – Absences, Wages and Benefits** [Return to Table of Contents](#)

Employment-related injuries are those which occur while the Administrator is performing authorized duties for the York Suburban School District and as a result of which he/she is injured/disabled as determined by a decision issued under the operation of the Workers'

Compensation Program. He/She will be paid workers' compensation benefits as provided by the applicable workers' compensation regulations.

1. Absences

An Administrator shall follow established procedures for reporting absence from duty. An Administrator unable to report for duty shall notify his/her immediate supervisor prior to the opening of the regular hours of duty or the evening before. An Administrator injured while performing his/her job duties should report his/her injury to his/her immediate supervisor within twenty-four (24) hours of the injury.

2. Wages and Benefits

Any combination of workers' compensation benefits, sick leave and disability pay shall represent no gain or loss of earnings for the Administrator.

Days of absence due to injury on the job and while awaiting acceptance of the claim by the district's workers' compensation carrier will be charged, if available, against the Administrator's accumulated sick leave. If the workers' compensation carrier accepts the claim, the number of sick leave days lost from the first day of absence due to a work-related injury will be restored to the Administrator's accumulation of sick leave time. If an Administrator has no sick leave available, the days lost due to a work-related injury will be deducted from his/her pay. If the workers' compensation carrier accepts the claim, salary deducted for days lost due to the work-related injury will be paid.

In the event the workers' compensation carrier rejects the claim, the Administrator's lost time will be deducted from available sick leave. If the workers' compensation carrier discontinues payment of the claim, time lost from the rejection date forward will be deducted from sick leave.

Benefits such as sick leave, insurance coverage and personal leave shall accrue to the Administrator as though he/she worked during the period of absence due to work-related injury. After one (1) year of absence, the continuation of benefits will be reviewed by the Board.

F. Physical Examination [Return to Table of Contents](#)

The District will pay for an annual physical examination for each Administrator.

G. Sick Leave [Return to Table of Contents](#)

The District will provide twelve (12) days of sick leave annually for all twelve-month Administrators. There is no maximum on the number of sick days Administrators may accumulate.

H. Family Illness Leave/Funeral Extension Leave [Return to Table of Contents](#)

The Administrator is entitled to use up to twelve (12) of his/her accumulated sick leave days per year for illness in the family.

One (1) of the above days may be used for absence for the funeral of a near relative or near relative of a spouse. This day can only be used if the funeral is over 100 miles away from the center of York, Pennsylvania.

I. Bereavement Leave [Return to Table of Contents](#)

The District will provide up to five (5) days bereavement leave due to the death of an immediate family member and up to one (1) day for a near-relative.

J. Personal Leave [Return to Table of Contents](#)

Administrators with less than ten (10) years of consecutive employment with the District will be eligible for two (2) days of personal leave per year. Administrators with ten (10) years of consecutive employment with the District will be eligible for three (3) days of personal leave per year.

Unused personal leave days may be carried over up to a maximum of four (4) days annually for a total of six (6) days (or seven (7) days for Administrators with ten (10) years of consecutive service) OR in lieu of accumulation, the Administrator may request, in writing, to the business office by June 1 of each school year to be compensated the day-to-day substitute rate for the unused personal leave days. Payment shall be made by June 30.

K. Graduate Credit Reimbursement [Return to Table of Contents](#)

The District will provide full graduate credit reimbursement provided that the Administrator signs a Letter of Agreement (*See Addendum C*) agreeing to remain an Administrator of the York Suburban School District for two (2) full calendar years from the date of the last full graduate credit reimbursement. This applies to the reimbursement of all pre-approved graduate courses taken by the Administrator that exceed the existing Penn State - York rate. Pre-approval must be obtained from the Superintendent and reimbursement will follow immediately upon receipt of an official transcript illustrating successful completion of the course with a grade equivalent of C or higher. Should the Administrator leave within two (2) calendar years of a course's completion, the Administrator will be responsible for paying the District for the cost of the course which exceeds the Penn State - York rate.

L. Holidays [Return to Table of Contents](#)

All twelve (12) month Administrators receive twelve (12) paid holidays per year: July 4, Labor Day, Thanksgiving Day and the day following, Christmas Eve Day, Christmas Day and the day following, the day before New Year's Day, New Year's Day, Martin Luther King Day, Good Friday, and Memorial Day. If any of the days above fall on Saturday or Sunday, or the school calendar

includes professional development for staff on one of the days, Administrators will receive “floating” holidays which can be utilized anytime school is not in session.

M. Vacation [Return to Table of Contents](#)

All twelve (12) month Administrators will receive twenty (20) vacation days per year. Each Administrator may carry over ten (10) vacation days per year to a maximum of thirty (30). Vacation days requested while school is in session must be approved in advance by the Superintendent and must not conflict with major activities which require administrative coverage. Vacation days may be used to meet emergency obligations at any time with the approval of the Superintendent. Annual unused vacation days in excess of the maximum of thirty (30) may be utilized through December 31 of the school year following the school year in which they were originally earned.

N. Courtesy Leave Day [Return to Table of Contents](#)

One day of courtesy leave (without loss of pay) will be granted to Administrators on recognized religious holidays. These days are to be granted to Administrators who do not recognize the religious holidays normally accounted for in the regular school calendar.

O. Sick or Disability Leave Clause [Return to Table of Contents](#)

Maternity Leave – Administrators shall be granted maternity leave as provided by the School Code or as required by law.

Sickness and Disability – An Administrator shall return to a similar or equivalent position following his/her sickness or disability provided he/she notifies the District no later than April 1 that he/she will return within one (1) year of the date his/her sickness or disability leave began or September 1, whichever is later, and does so return. The Board may accept the findings of the Administrator’s physician as to the Administrator’s sickness or disability or have an independent examination by a physician selected by the Board. Any disagreement between the findings of the Administrator’s physician and the District’s physician shall be resolved by a third physician selected by the first two physicians. The words “sickness” and “disability” as used in this paragraph shall not include maternity leave situations which are covered by the preceding paragraph.

P. Professional Dues [Return to Table of Contents](#)

The District will pay (annually) for the membership of Administrators in professional organizations of their choice, not to exceed the membership dues in a local, state, and national organization representing elementary or secondary principals.

Q. Unused Sick Days [Return to Table of Contents](#)

Every Administrator upon official retirement (Public School Employees Retirement System) from employment with the York Suburban School District after ten (10) consecutive years of such

employment with the district and who provides a letter of resignation by February 15 in the school year of their retirement (except if there is legislative action passed after February 15 that would encourage an Administrator to retire earlier) will have the option of receiving one of the following:

1. A lump sum payment of \$7,500

or

2. The following sliding scale:
 - < The first 120 accumulated unused sick leave days will be reimbursed at \$50 a day.
 - < The next 50 accumulated unused sick leave days (121-170) will be reimbursed at \$55 a day.
 - < The next 50 accumulated unused sick leave days (171-220) will be reimbursed at \$60 a day.
 - < All unused sick leave days over 220 will be reimbursed at \$70 a day.

An Administrator who fails to submit a letter of resignation by the February 15 deadline of a given year but experiences extreme changes in the status of his/her health and/or other extreme circumstances which occur between the deadline and the end of the same school year may, in writing, request a waiver of the deadline requirement. It is the Board's exclusive right to decide to grant or deny the request for a waiver of said provision.

The District shall make a non-elective contribution to the Administrator's 403(b) retirement program in an amount equal to that described above. The Administrator shall receive no cash option. The Administrator must establish a 403(b) account prior to separation of service and shall maintain the 403(b) account until all non-elective employer contributions have been made or the Administrator will forfeit the benefit. Should the Administrator die prior to receiving all 403(b) payments due, the District shall make the maximum payment allowed by IRS regulations to the Administrator's 403(b) account. Contributions are limited to IRS 415 limits. Excess contribution will be made to the Administrator's retirement account in the next subsequent year up to the 415 limit.

R. Retirement Benefits [Return to Table of Contents](#)

To be eligible for the retirement benefits outlined in this section, the Administrator must retire from the York Suburban School District with superannuation from the Pennsylvania School Employees Retirement System and submit a written letter of resignation on or before February 15 specifying a retirement date between June 15 and July 15.

Health Benefits: An Administrator who retires after a minimum of ten (10) years of consecutive administrative service with the District shall be entitled to health benefits available to the employees of the district, for the Administrator only, until the earlier of ten (10) years from the date of retirement or until Administrator reaches the age of Medicare eligibility. Costs for this insurance not covered by the PSERS insurance payment made to retirees will be paid by the district.

Unused Vacation: Up to twenty (20) days of unused vacation leave will be paid (at per diem rate) by the district to an Administrator retiring with at least five (5) years of administrative service in the district.

An Administrator who retires from the York Suburban School District shall be entitled to a service benefit of \$500 per year of administrative service in the District. The amount may not exceed \$10,000. This amount can be taken as a lump sum at the time of retirement or the District will deposit the amount in a 403(b) tax sheltered annuity account of the Administrator's choosing. If choosing the 403(b) option, the Administrator must set this account up prior to retirement with an approved vendor who will be responsible for monitoring the program.

S. Service Increment [Return to Table of Contents](#)

Administrators in the District will receive service increments (to be added to the base salary) based on years of consecutive administrative service to the district and satisfactory evaluation. Three (3) years of administrative service = \$750, five (5) years add \$250 and each five (5) years thereafter add \$250.

T. 403(b) Contributions [Return to Table of Contents](#)

The District will contribute to the Administrator's 403(b) at a rate of \$0.25 for every Administrator contribution of \$1.00 to a maximum employer contribution of \$1,250 annually.

Addendum A – Salary Ranges [Return to Table of Contents](#)

Salary Ranges for 2016-17				
Position	Range	Minimum	Mid-Point	Maximum
HS Principal	III	\$106,059	\$127,271	\$148,483
MS Principal	IV	\$98,964	\$118,756	\$138,549
VV Principal	V	\$92,097	\$110,517	\$128,936
EY Principal	V	\$92,097	\$110,517	\$128,936
IR Principal	V	\$92,097	\$110,517	\$128,936
YES Principal	V	\$92,097	\$110,517	\$128,936
Director of Technology	VI	\$82,035	\$98,443	\$114,850
HS Assistant Principal	VI	\$82,035	\$98,443	\$114,850
HS Assistant Principal /AD	VI	\$82,035	\$98,443	\$114,850
MS Assistant Principal	VI	\$82,035	\$98,443	\$114,850
Director of Facilities	VI	\$82,035	\$98,443	\$114,850
Director of Pupil Services	VI	\$82,035	\$98,443	\$114,850
Director of Ed Services	VI	\$82,035	\$98,443	\$114,850

Salary Ranges to be determined annually based on Pennsylvania School Boards Association (PSBA) market movement for Administrators.

**YORK SUBURBAN SCHOOL DISTRICT
ADMINISTRATIVE EVALUATION – RATING PERCENTAGE**

SALARY INCREASES

Salary increases for July 1, 2016, and July 1, 2017, are based on evaluations performed during the 2015-16 and 2016-17 school years, respectively.

Category A: Administrators in the first two (2) years of employment in this role with the District and under Midpoint salary

Total Maximum Permitted Salary Increase Percentage – 2.75%

Components of Maximum Permitted Salary Increase Percentage:

- Meets Proficiency Standards – maximum increase of 2%
- Progress/Achievement of Goals and PDTs – maximum increase of .75%

Category B: Administrators not in Category A

Total Maximum Permitted Salary Increase Percentage – 3.00%

Components of Maximum Permitted Salary Increase Percentage:

- Meets Proficiency Standards – maximum increase of 1.25%
- Progress/Achievement of Goals and PDTs – maximum increase of 1.5%
- Merit – maximum increase of .25%

Salary increases for July 1, 2018, are based on evaluations performed during the 2017-18 school year.

Category A: Administrators in the first two (2) years of employment in this role with the District and under Midpoint salary

Total Maximum Permitted Salary Increase Percentage – 3.00%

Components of Maximum Permitted Salary Increase Percentage:

- Meets Proficiency Standards – maximum increase of 2%
- Progress/Achievement of Goals and PDTs – maximum increase of 1%

Category B: Administrators not in Category A

Total Maximum Permitted Salary Increase Percentage – 3.25%

Components of Maximum Permitted Salary Increase Percentage:

- Meets Proficiency Standards – maximum increase of 1.25%
- Progress/Achievement of Goals and PDTs – maximum increase of 1.75%
- Merit – maximum increase of .25%

SALARY ADJUSTMENTS

For those Administrators below the Mid-point after two (2) years of service in their role, consistently rated at Proficient and above, and having earned the full potential percentage increase for Progress/Achievement of Goals and PDTs, the Administrator is entitled to a salary adjustment up to 50% of the gap between the projected salary with earned increases and the Midpoint, at the discretion of the Superintendent.

For those Administrators below the Mid-point after three (3) years of service, consistently rated at Proficient and above, and having earned the full potential percentage increase for Progress/Achievement of Goals and PDTs, the Administrator is entitled to a salary adjustment up to an amount to eliminate the gap between the projected salary with earned increases and the Midpoint, at the discretion of the Superintendent.

MERIT ELIGIBILITY

Administrators in the first two (2) years of employment in their role with the District and under Midpoint salary – Ineligible.

Administrators in the first two (2) years of employment in their role with the District and at or above Midpoint salary – Administrators in this category will be considered for merit for completion of a project that is outside of the scope of what is to be expected of a new employee. The Superintendent must approve the project in advance and will issue an appropriate percentage upon completion.

Administrators beyond the first two (2) years of employment in their role with the District – Administrators in this category will be considered for merit for completion of a project that goes above and beyond the scope of the job and has a positive impact on the District as a whole. Special consideration is given to those projects with a positive financial impact on the District. The Superintendent must approve such a project and will issue an appropriate percentage upon completion.

Addendum B – Administrative Evaluation Form [Return to Table of Contents](#)

Name _____

Position _____

Date _____

Evaluator _____

I. Meets Proficiency Standards

Yes	No	Comments

II. Progress/Achievement of PDTs

Goal	Comments	Did not Successfully Achieve Goal	Made Significant Progress To Goal	Achieved Goal
1.				
2.				
3.				

Addendum B – Administrative Evaluation Form [Return to Table of Contents](#)

PDTs

PDT	Comments	Did not Successfully Achieve PDT	Made Significant Progress to PDT	Achieved PDT
1.				
2.				

III. Recognition of Merit – Above and Beyond Proficiency and Goal and PDT Requirements

Activity	Comments	Merit Recognition

Comments:

Signatures:

Evaluator _____

Person Evaluated _____

Date _____

Date _____

Addendum C – Letter of Agreement for Service Following Full Reimbursement of Graduate Credits

[Return to Table of Contents](#)

LETTER OF AGREEMENT FOR SERVICE FOLLOWING FULL REIMBURSEMENT OF GRADUATE CREDITS FOR YORK SUBURBAN SCHOOL DISTRICT ADMINISTRATORS

It is agreed that the undersigned will remain an Administrator of the York Suburban School District for two (2) full calendar years from the date of the last full graduate credit reimbursement. This Letter of Agreement applies to the reimbursement of all pre-approved graduate courses taken by the undersigned that exceed the existing Penn State – York rate.

Pre-approval will be obtained from the Superintendent and reimbursement will follow immediately upon receipt of an official transcript illustrating successful completion of the course with a grade equivalent of C or higher.

This Letter of Agreement must be submitted with each new course or semester request. Should the Administrator leave within two (2) calendar years of a course's completion, the Administrator will be responsible for repaying the District for the cost of the course which exceeds the Penn State – York rate.

Administrator authorizes, pursuant to the Pennsylvania Wage Payment and Collection Law, District to withhold from Administrator's final pay check as repayment (including base salary, bonuses and/or expense reimbursements) any monies that Administrator owes to District related to tuition reimbursement payments. If the District is required to file a legal action to collect tuition reimbursement payments made to Administrator and is awarded a judgment against Administrator, District shall be entitled to recover reasonable attorneys' fees from Administrator.

Administrator acknowledges that by signing this Letter of Agreement, Administrator is not receiving financial aid from any other source, either partially or in full, for any of the requested tuition reimbursements. Administrator acknowledges that tuition benefits paid by District are subject to reduction if Administrator receives tuition assistance benefits from another source.

Administrator acknowledges that nothing in this Letter of Agreement constitutes a commitment or guarantee on the part of District to provide Administrator employment for any specific period of time or duration.

This Letter of Agreement constitutes the entire understanding and agreement between the parties concerning the subject matter hereof and supersedes all prior written or oral agreements or understandings between the parties concerning the subject matter hereof.

Course(s):	Start Date	Completion Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Administrator Making Request

Signature of Superintendent