



**Act 93
Compensation and Fringe Benefits Program**

**2015-16
2016-17
2017-18**

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Approved by the Board of Directors on May 28, 2015

ADMINISTRATIVE COMPENSATION AND FRINGE BENEFITS PROGRAM

July 1, 2015 – June 30, 2018

1) I. PURPOSE

The Administrative Compensation and Fringe Benefits Program was prepared in compliance with PA Act 93 of 1984 for the guidance of the Board of School Directors in making decisions in those areas. It is not intended that this document shall form a contract between the District and any of its administrators or other employees. This program shall pertain to all administrators included under Act 93 except as may be noted in the contracts of Commissioned Officers (Superintendent and Chief Academic Officer), the Chief Financial Officer, Chief Operations Officer, and the Executive Director of Human Resources shall not be included in this program.

2) II. COMPENSATION

Ordinarily, the intent of the Allentown School District (ASD) is to provide salaries to administrators that are equitable with colleagues, competitive with the marketplace, and consistent with individual performance. This program maintains a mechanism for relating the salary of each administrative position to the marketplace and to each other. During recent years, however, the district has suffered economic strain that has modified the success of this intent.

- A. The administrators' compensation program applies to all administrators identified in the "Purpose" section of this document. The positions included shall be those referenced in section 1164 of the PA School Code, as amended, and any additional positions the School Board may deem appropriate. As of July 1, 2015, these specific positions include those noted in Exhibit A of this document with each position's salary ranges listed from minimum to maximum for the duration of this agreement.
- B. For any year of this Program, the Superintendent may recommend to the Board an administrative salary placement, which varies from this standardized process and which considers the unique circumstances and performance of the particular administrator.
- C. Newly hired administrators shall be placed within a salary range for his/her position (see Exhibit A) . His/her initial salary placement shall consider the minimum salary specified herein for the position. A recommended placement shall be determined by the Superintendent and shall consider the qualifications and experience of the candidate, as well as the salaries, qualifications, and experiences of ASD administrators employed in the same or similar position.
- D. To encourage administrative personnel to continue their formal graduate education within their administrative field, a one-time salary adjustment of \$1000.00 shall be added permanently to the salary of an administrator who obtains an earned Doctorate degree from an accredited institution of graduate education. This adjustment shall be effective with the salary of the new academic year immediately after the Doctorate is earned or immediately upon hiring an administrator who possesses a Doctorate and shall be in addition to any other salary increases identified in this compensation program for that year.
- E. Salary Increases for 2015-16; 2016-17 and 2017-18.
 1. Salary increases beginning with the 2015-16 fiscal year through June 30, 2018, shall be based on the Pennsylvania State Index with a ceiling of no more than 2.5% per fiscal year.

2. Salary increases for Act 93 administrators require a satisfactory evaluation based on the previous year's performance.
3. If any administrator's salary has been red-lined, then that status shall continue without change in salary until the current category of salary for the position held by the administrator exceeds the amount of the red-lined salary.

F. Longevity Stipend

1. An administrator shall receive a \$1,000 lump-sum payment no later than November 30 of each fiscal year under the following conditions:
 - a. The administrator has served as an Act 93 administrator for at least ten (10) years in the Allentown School District.
 - b. The administrator continues to receive satisfactory evaluations. An unsatisfactory evaluation will disqualify an eligible administrator from receiving the Longevity Stipend for any year after s/he receives an unsatisfactory evaluation.
 - c. Payment of this longevity stipend began November 2007 to eligible administrators.

G. Salary Payment and 403b Accounts

1. Payment of the annualized salary may be made on designated pay dates and shall be made electronically directly to an account designated by the administrator within a financial institution from the list provided by ASD.
2. Each administrator must designate the institution of choice with pertinent account information by completing the appropriate forms with the business services department.

3) III. FRINGE BENEFITS

A. SICK LEAVE

Twelve (12) sick days credited annually with unlimited accumulation.

B. BEREAVEMENT

1. In case of the death in the immediate family (father, mother, parent-in-law, brother, sister, son, son-in-law, daughter, daughter-in-law, husband, wife, grandchild) absence with full pay will be allowed from the day of death to the morning of the second day following the funeral, but in no event shall the absence be less than three (3) days. Similar absence without deduction will be allowed in cases where near relative resides in same household or any person with whom the administrator makes his/her home. In the case of absence due to death of near relative (first cousin, grandparent, aunt, uncle, niece, nephew, brother/sister-in-law), full pay shall be allowed for one (1) day which shall be the day of the funeral. When the funeral is held Saturday or Sunday, no working day is allowed.
2. In the case of the death of more than one member of the immediate family or near relative, additional bereavement days may be granted as needed upon written request of the administrator to the Superintendent, or designee.

C. INCOME PROTECTION

1. The purpose of Income Protection is to ease the transition to the Public School Employees' Retirement System (PSERS) Disability Benefits.

2. Income Protection is subject to the following eligibility requirements:
 - a. The administrator must have been a contributing member of PSERS for at least five (5) years at the time of application for said income protection.
 - b. The administrator must have a medical condition that requires leave and will likely prevent his/her return to work based on medical documentation.
 - c. The administrator must apply for and receive PSERS Disability Benefits by the end of the ninety (90) calendar days of full pay.
 - d. The administrator must have used all accumulated sick and vacation leave available before beginning the ninety (90) calendar days of full pay.
 - e. The administrator is eligible for this benefit only once.
 - f. The administrator is not eligible for sabbatical leave at the time of application for PSERS Disability.
3. Upon qualifying for Income Protection, administrators will be paid full salary currently paid for up to ninety (90) calendar-days.
4. If the administrator must continue on Income Protection beyond this ninety (90) calendar days before receiving PSERS Disability Benefits, the administrator may receive income protection at the rate of up to one-half of the administrator's annualized salary rate in effect at the time for up to one (1) year.
5. No later than the conclusion of the ninety (90) calendar days at full salary, the administrator must make application for PSERS Disability Retirement benefits.
6. Once PSERS Disability Income begins, then Income Protection benefits at the rate of up to one-half of the administrator's annualized salary rate in effect at the time will supplement Public School Employees Retirement System Disability Retirement benefits. This up to one-half salary will be paid to the extent necessary so as to assure a total income equal to, but not exceeding, one-half of the administrator's annualized salary rate in effect at the time of application for Public School Employees Retirement System Disability Retirement benefits. Income Protection benefits under this provision will be received only if the administrator is also receiving PSERS Disability Retirement benefits.
7. Any income protection benefits paid by the District will, at all times, be offset by any amounts received under PSERS Disability Retirement, Social Security Disability benefits and/or wage continuation insurance purchased by the District.

D. SICK BANK

1. The Bank provides paid leave days to members of the Bank who have suffered from a catastrophic personal illness and whose paid leave time is exhausted.
2. Act 93 group members and those eligible for membership in the group may request donated sick days if the employee:
 - a. Is personally suffering from a catastrophic illness, which meets and/or exceeds the definition of "serious health condition" as defined by the Family Medical Leave Act;
 - b. A "catastrophic" illness is defined as an illness or disability as follows:
 - i. Inpatient care (i.e. an overnight stay) in a hospital, hospice, or

- ii. residential medical care facility for physical illness or disability; Inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility for emotional or mental illness or disability
- iii. A period of physical incapacity (i.e. inability to work, attend school or perform other regular daily activities due to the serious physical health condition or treatment thereof;
- iv. Pregnancy with additional debilitating medical complications or illnesses;
- v. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition; and/or a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

- 3. Is not covered by Worker's Compensation, disability retirement or PSERS;
- 4. Is not using leave time pursuant to "periods of a particular duration," following FMLA leave for Instructional Employees, and
- 5. Has exhausted all paid leave available:
 - a. This provision for exhaustion of paid leave does include income protection.
 - b. Income protection payments shall be triggered only after available Sick time is exhausted.

E. GROUP TERM LIFE INSURANCE

The District shall provide Group Term Life Insurance, which shall include accidental death and dismemberment with double indemnity coverage in event of accidental death. Each administrator in the District shall be given the following options relating to Group Term Life Insurance:

- 1. Insurance in an amount equal to twice the amount of his/her annualized salary rate, adjusted to the nearest thousand dollars.
- 2. Insurance coverage in the amount of \$50,000.00 with the administrator having the option of applying the difference in District paid premium costs for Option "1" above, to any of the following:
 - a. Vision Care Coverage (above entitlement)
 - b. Physical Examination (above entitlement)
 - c. District payment toward dues in professional organizations (above entitlement)

F. PHYSICAL EXAMINATION

Each administrator shall be eligible for reimbursement to a maximum of \$250.00 in any given three-year period for physical examination expenses, which are not covered under District

provided medical insurance.

VACATION:

1. 1-5 years of service as an ASD administrator = twenty-two (22) days per year.
2. 6-10 years of service as an ASD administrator = twenty-three (23) days per year.
3. 11-15 years of service as an ASD administrator = twenty-four (24) days per year.
4. 16-20 years of service as an ASD administrator = twenty-five (25) days per year.
5. 21-25 years of service as an ASD administrator = twenty-six (26) days per year.
6. 26 or more years of service as an ASD administrator = twenty-seven (27) days per year.
7. A year shall be defined as July 1 through June 30.
8. Vacation for administrators with a hire date prior to April 1, 2007 was taken during the year following the year in which it was earned. Hence, they have one year of vacation days in arrears. Consequently, at separation from the District, these administrators have another year of vacation due.
9. Administrators with a hire date on or after April 1, 2007 shall receive vacation during the year in which it is earned including their first year of employment.
10. Vacation for Act 93 administrators shall be prorated for any partial year of service.
11. Carryover: In addition to the maximum of five (5) unused vacation days that may be carried over the next fiscal year on July 1, a maximum of four (4) unused vacation days may be converted to sick days on July 1. The maximum number of unused vacation days which may be used as described in the preceding sentence is nine (9).

G. WORK DAYS

1. The scheduled work days will remain the same as the 2015-16 school year.

H. MANAGEMENT IMPROVEMENT REIMBURSEMENT (MIR)

1. The non-cumulative sum of \$25,000 per fiscal year shall be budgeted for all administrators.
2. A covered administrator shall be entitled to a maximum annual reimbursement for graduate courses successfully completed (grade of B or better) in an accredited college or university, not to exceed \$4000.00 in a fiscal year. Graduate level on-line or distance learning courses shall qualify for this reimbursement.
3. Prior approval of the Superintendent, or designee, shall be required for all courses.
4. An administrator receiving MIR for graduate study shall be an administrator of record in the District, throughout the fiscal year immediately following the year in which the credits were acquired. Failure to meet this standard shall result in the administrator returning to the District, all tuition received in the year in question.
5. Annual funds not encumbered for graduate study shall be available for administrators' professional growth activities. All professional growth activities whose expenses shall be paid under MIR shall have the prior approval of the Superintendent, or designee. In no instant, shall the annual allocation for all MIR expenses be exceeded.

I. PROFESSIONAL ASSOCIATION DUES With the exception of the Assistant Director of Facilities Services, the Director of Facilities Services, the Assistant Business

Administrator/Accountant, and the Director of Child Nutrition Services, the District shall provide each administrator with an individual comprehensive membership in the National Association for Supervision and Curriculum Development (ASCD) if requested by the administrator. Additionally, the District shall pay a maximum of \$550.00 per administrator for his/her membership in other professional associations selected by the administrator and approved by the Superintendent, or designee. Said membership(s) shall directly relate to the administrator's responsibilities.

J. HOSPITALIZATION, MEDICAL, SURGICAL, & MAJOR MEDICAL

1. The District shall, at its expense provide medical coverage for hospitalization, medical and surgical expenses, including standard supplemental major medical coverage with maximum lifetime benefits of one million dollars (\$1,000,000.00) subject to a major medical deductible of five hundred dollars (\$500.00) per covered individual not to exceed one thousand dollars (\$1,000.00) per family, for each administrator and eligible dependents as defined by the carrier, but limited to dependent full-time students to age twenty-six (26).
2. In the event any benefits or features of benefits set forth in this Plan are not in compliance with the requirements of the Patient Protection and Affordable Care Act as it may be amended from time to time, all parties to this Act 93 Compensation and Fringe Benefits Program understand that the District must take such action as is necessary to bring those benefits or features of benefits into full compliance with the law. This shall not be done without first meeting with one or more representatives of the Act 93 Administrators' group and notifying them of the changes required by law, and when such changes must be made for the District to be in compliance with the law.
3. To the extent that medical coverage is economically feasible for the District to provide, and to the extent that legal requirements regarding the continuation of coverage may apply, said coverage shall be provided only if the administrator contributes:

Premium Co-Pay	2015-2018
Monthly	70.00
Yearly	840.00
Office Visit	20.00

- a. Annual out-of-network deductibles of five hundred dollars (\$500.00) per covered individual not to exceed one thousand dollars (\$1000.00) per family.
 - b. In-network deductibles of five hundred dollars (\$500.00) per covered individual not to exceed one thousand dollars (\$1,000.00) per family.
4. An ASD administrator having an effective date of employment on or after July 1, 2004, who was not receiving health-medical insurance as an ASD administrator immediately prior to the effective date of employment as an ASD administrator, may include his/her spouse for health-medical benefits only when the spouse's employer will certify annually in writing that the spouse is not eligible for receiving/purchasing his/her own personal health-medical benefits. This shall apply without regard to the equivalency of benefits.

5. Specifics concerning the provisions for District selected coverage shall be as defined in the appropriate benefits booklet.
6. If, during the term of this Agreement, the Commonwealth of Pennsylvania passes legislation to include Act 93 administrators in a statewide medical insurance/health benefit plan, or if the Patient Protection and Affordable Care Act modifies options for medical coverage, the District reserves the right to make appropriate adjustments.

K. DENTAL

1. The District shall, at its expense provide Concordia Dental or substantially equivalent coverage for each administrator and eligible dependents as defined by the carrier, but limited to dependent full-time students to age twenty-six (26). Specifics concerning coverage shall be as defined in this document and the benefits booklet.
2. Orthodontia services shall be limited to dependent children under age nineteen (19), payment of fifty percent (50%) UCR, and lifetime maximum of two thousand five hundred dollars (\$2500.00). Orthodontia coverage for dependent children shall terminate at the end of the month in which the covered child attains age nineteen (19).
3. Payment of eighty percent (80%) of UCR shall apply to most periodontal services.
4. Specifics concerning dental coverage shall be as defined in the benefits booklet.

L. PRESCRIPTION DRUGS

1. The District shall, at its expense, provide a prescription plan subject to a per prescription deductible for each administrator and eligible dependents, but limited to dependent full-time students to age twenty-six (26).
2. Prescriptions shall be available by mail-order and at local pharmacies at the option of the administrator.
3. The deductibles to be applied shall be:

Years	Generic	Preferred Brand (Formulary)	Non-Preferred Brand (Non-Formulary)
7/1/15 – 6/30/18	8.00	25.00	55.00

4. The District reserves the right to choose the insurance carrier and/or third party administrator for the prescription coverage or self-insure.

M. VISION CARE

Subject to the conditions noted below, reimbursements shall be available as per this schedule for eye examinations:

Type	By Licensed Vision Care Practitioner	Frames	Lenses
Regular	55.00	24.00	36.00
Bifocal	55.00	24.00	46.00

Type	By Licensed Vision Care Practitioner	Frames	Lenses
Trifocal	55.00	24.00	72.00
Aphakic	55.00	24.00	
All Contacts	55.00		50.00

1. Conditions:

- a. The District reserves the right to self-insure.
- b. Reimbursement to an administrator OR one (1) dependent of an administrator for an examination OR frames OR lenses OR combination of all three can occur once in a two (2) year term, except for eligible dependent children until they attain age sixteen (16). Reimbursement for an eligible dependent child under age sixteen (16) can occur once in each year.
- c. Reimbursements require specific billing by the licensed vision care practitioner. No reimbursements shall be made without specific documentation for each category (examination, frames, lenses) for which reimbursement is sought.

N. RETIREMENT BENEFITS

The following benefits shall be provided to qualified administrators upon retirement.

- 1. All of the following Qualifying Standards must be met in order for a retiring administrator to receive the benefits listed below in Sections 2 and/or 3.
 - a. Age fifty-five (55) or older in the school year in which the administrator retires.
 - b. At the conclusion of the school year in which the administrator retires, ten (10) or more years of consecutive service as a professional and/or administrator in ASD. At least five (5) of these ten (10) years must reflect service as an ASD administrator.
 - c. Submit to the Superintendent, or designee, a letter of retirement severing his/her employment. This letter shall be received on or before February 15th immediately prior to one's retirement. This letter of retirement cannot be withdrawn except by Board approval. The requirement for the letter of retirement by February 15th may be waived by the Board for reasons of illness or other urgent circumstances, or for such reasons as the Board may determine, in its sole discretion, to be valid.
 - d. Not receiving a disability allowance from PSERS.
 - e. Work for a full school year immediately preceding retirement, except if prevented from doing so by illness, urgent emergency circumstances or for such other reasons as the Board may determine, in its sole discretion, to be valid.
 - f. Effective only after the end of a school year.
 - g. Must survive to the end of the school year.
 - h. Must submit final application for PSERS benefits on or before last workday of the fiscal year in which one retires.

2. Cash Payment

- a. The retiring administrator shall receive \$300.00 for each year of service as an ASD administrator and \$75.00 for each day of unused accumulated sick leave. Sick leave shall include all unused sick leave whether earned as an administrator, as a professional, or as a result of days of sick leave credited to the administrator upon his/her acceptance of employment in the ASD as an administrator.
- b. The total payment noted in Section 3.a. above shall not exceed \$35,000.00. It shall be paid in increments of one thousand two hundred and fifty dollars (\$1250.00) per month, beginning in July, one year following the administrator's retirement. The final monthly payment shall be \$1250.00 or that lesser amount to which the retiree shall be entitled.
- c. These payments shall be made to a 403b account established by the administrator with the financial institution of the District's choice.

3. Death Benefits

- a. Upon the death of a retiree receiving medical coverage, the benefit shall cease and no medical coverage death benefit shall be available to any heir, or the estate of the deceased.
- b. Upon the death of a retiree, if the school district has not paid in full the cash payment to which the retiree is entitled, the unpaid portion shall be paid to the following heirs at the monthly amounts specified in Section 3 above, until the full cash payment to which the retiree was entitled has been paid:
 - i. First to a surviving spouse, if any.
 - ii. Second, if no surviving spouse, then to surviving children in equal shares.
 - iii. Third, if no surviving spouse and no surviving children, then to surviving grandchildren in equal shares.
 - iv. If there are no heirs as aforesaid, then to the estate or any other heirs named in the retiree's will.
 - v. The district shall not incur any expense in the production of any document or record, and/or in the expenditure of any district administrator's time to address any question or challenge resulting from the probate of the retiree's will and/or the settlement of the retiree's estate. The district shall require confirmation of death via an appropriate death certificate and written confirmation of the heir(s) and/or estate executor as specified in Section 4.b.(1) – (4) above.

O. TRAVEL ALLOWANCE

Administrators, who are required in the course of their work to drive their personal vehicles from one building to another or on business for the District, shall submit an account for reimbursement at the prevailing IRS mileage rate. The IRS rate in effect on January 1 shall apply through its calendar year, unless the IRS rate changes in the year. While on District business, secondary liability insurance will be provided by the Board which would be effective in accordance with applicable insurance law. A form verifying said coverage shall be made available to administrators who use personal vehicles.

P. SECTION 125 (IRS) PLAN

The District shall provide all employed administrators the opportunity to participate in an approved Section 125 (IRS) Plan. Said plan shall be limited to administrator, pre-tax payments for health coverage. Payments into the 125 Plan shall be permitted through payroll deduction.

4) Exhibit A

ACT 93 SALARY RANGES

**Allentown School District
Act 93 Salary Ranges¹
2015-2018**

Job Title	Minimum	Mid-Point	Maximum	Year
Range I				
Executive Director	\$99,939	\$119,927	\$139,915	2015-18
Principal - High School				
Range II				
Principal - Middle School	\$92,816	\$111,379	\$129,943	2015-18
Range III				
Director	\$89,637	\$107,565	\$125,492	2015-18
Principal - Elementary School				
Range IV				
Assistant Principal - High School	\$84,737	\$101,684	\$118,631	2015-18
Assistant Director				
Range V				
Assistant Principal - Middle School	\$75,942	\$91,130	\$106,319	2015-18
Range VI				
Assistant Principal - Elementary	\$75,386	\$90,464	\$105,541	2015-18
Administrator (Special Assignment)				
Supervisor of Instruction				
Range VII				
Assistant Business Administrator/Accountant	\$65,775	\$78,930	\$92,085	2015-18
Range VIII				
Assistant Director – Facilities	\$60,671	\$72,805	\$84,940	2015-18
Project Manager				
Range IX				
Assistant Manager – Accounting Benefits Administrator Asst. Director, Health Services	\$38,000	\$46,520	\$55,000	2015-18

¹ Ranges are used to place administrators hired in administrative positions April 1, 2007 and later.

