

Steel Center for Career and Technical Education

Act 93  
Administrative/Supervisory  
Compensation Plan

July 1, 2016 to June 30, 2019

## **Introduction:**

The goal of this Plan between the *Steel Center for Career and Technical Education* School District's Board of Education and Administrative Staff is to provide a means by which compensation affecting the school administrative and supervisory personnel can be resolved within the framework of a management team philosophy.

The Joint Advisory Committee Board of Directors of the *Steel Center for Career and Technical Education* adopts the following Administrator 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 resolution and other relationships among the members of the Team.

Furthermore, the school and the Act 93 team recognizes and abides by the tenets of Act 93 of 1984 which include the following:

1. The right for administrators to meet and discuss in good faith with the Board of School Directors if a majority of the administrators so request.
2. The right to a written compensation plan as board policy whether or not it is requested. The Plan must be good for no less than one year and contain, at the minimum, a description of the compensation plan, the salaries or the salary schedule and a list of fringe benefits.
3. Continuation of the right to a grievance process with the assistance of the Department of Education as provided for in the 1947 Anti-Strike Act.

## **Program Objectives:**

1. To develop and maintain the management team philosophy between the Board of Directors and the Act 93 group. In practice, this looks and sounds like ongoing dialogue between the Board and administrators on vision, mission, goals, successes, areas for growth, etc. with the overarching goal of improving the educational offerings that maximize student growth.
2. To create and maintain relevant internal compensation practices that take into account the relationship between salaries paid teaching personnel and administrative personnel according to scope of the job. In practice, this looks and sounds like a universal understanding and acceptance that administrators are valued for the additional responsibilities of their positions and the time and effort needed to fulfill those positions.
3. To insure that appropriate compensation is paid to administrators. In practice, this looks and sounds like ongoing reviews of administrator salaries paid in the district by position as related to same positions in the IU or region. Competitive salaries are needed to help the school district attract and retain competent administrators.

4. To establish and maintain a systematic approach to compensation information. In practice, this looks and sounds like objective salary procedures are in place which insure that all administrators and supervisors are treated fairly with performance being the major differentiating characteristic among individuals.
5. To abide by the agreed upon and State approved evaluation plan for administrators. In practice, this looks and sounds like an approved Board action denoting the administrative plan to be used in the district which is either the current State Principal Effectiveness Plan or an alternate plan that has been approved by the Pennsylvania Department of Education (PDE).

**Term of the Agreement:**

July 1, 2016 through June 30, 2019. This agreement resolves all outstanding claims made by the Act 93 Administrators.

**ACT 93 Membership:**

"Administrator" shall mean any employee of the school entity below the rank of district superintendent, executive director, assistant district superintendent or assistant executive director, but including the rank of first level supervisor, who by virtue of assigned duties is not in a bargaining unit of public employees as created under the act of July 23, 1970 (P.L. 563, No. 195), known as the "Public Employee Relations Act." However, this definition shall not apply to anyone who has the duties and responsibilities of the position of business manager or personnel director, but not to include principals.

**Indemnity Clause:**

The School agrees that it shall defend, hold harmless and indemnify Act 93 Administrators from any and all demands, claims, suits, actions and legal proceedings brought against the administrator in their individual capacity or official capacity as agent and employee of the School, provided the incident arose while the administrator was acting within the scope of their employment and excluding criminal litigation.

**Act 93 Administrative Salaries:**

The following table outlines the Act 93 Administrative salaries effective July 1, 2016 through June 30, 2017.

<b>Name Title</b>	<b>2016/2017 Salary</b>
Dr. Robert Frioni Assistant Director: Principal	\$97,000
David Hall Facilities Supervisor	\$74,000
Robin L. White Assistant Director: Curriculum and Technology	\$90,500

New hires will be compensated at a salary established and approved by the Board.

**Salary Increases:**

Salary increases are reviewed and approved by the Board on an annual basis. Board approved salary increases are effective July 1<sup>st</sup> of each calendar year.

**Years of Service Benefit:**

The years of service benefit will be in effect when an individual who has twenty-five (25) years of combined overall service under the Pennsylvania School Retirement System or fifteen (15) years of service at Steel Center retires, resigns or is furloughed as follows:

- Two-hundred (\$200) for each year of employment.
- Maximum of thirty-five (35) years.

**Sick Leave Benefit:**

The sick leave benefit formula is as follows:

One-hundred ten (\$110) per day (maximum) x one-hundred seventy-five (175) sick days (maximum) x [% for years of service (maximum)] = benefit pay.

- Sixty (60%) of sick leave benefit for four (4) - nine (9) years of service;
- Eighty (80%) for ten (10)-fourteen (14) years; or
- One-hundred (100%) for fifteen (15) or more years.

**Medical Insurance:**

Act 93 administrators are entitled to the Allegheny County Schools' Health Insurance Consortium (ACSHIC) Approved Plan. Act 93 administrators who accept such coverage shall contribute the premium shares as listed below:

Employees' contributions will be paid through an IRS 125 Plan and will be equal to (twelve (12%) of District Premium).

During the term of this Agreement, the employer will provide the plan as approved by the Allegheny County Schools' Health Insurance Consortium (ACSHIC) as the standard health insurance benefit. The employer shall assume the remaining portion of the cost of this plan (the rate minus the appropriate employee contribution) for the appropriate rate (e.g., family, individual, husband/wife, etc.) for all members of this agreement. Such coverage shall continue on a twelve (12) month basis from year to year.

**Health Care Buyout:**

Any administrator who voluntarily opts out of medical coverage at the beginning of any school year shall receive an annual payment in the amount of **(\$3,000)** for multi-party coverage. This payment shall be made in two equal installments in the first pay of December and the first pay of June.

**Dental Insurance – Employer Paid:**

During the life of this Agreement, the employer shall pay the premiums for the basic individual or family dental coverage as appropriate for each employee, including Riders A, B, C and D and the appropriate rate, offered by the Allegheny County Schools' Health Insurance Consortium (ACSHIC). Such Riders shall be as currently offered by the Blue Cross/Blue Shield Plan.

- Individual coverage includes the Basic plan plus Riders A, B and C.
- Family coverage includes the Basic plan plus Riders A, B, C and D.

**Vision Insurance – Employer Paid:**

During the life of this Agreement, the employer shall pay the premiums for the individual and/or family vision coverage as appropriate for each employee offered by the Allegheny County Schools' Health Insurance Consortium (ACSHIC).

**Life Insurance – Employer Paid:**

Life insurance will be provided in an amount equal to (two (2) times) the annual salary of the Act 93 administrator up to a maximum of one hundred and fifty thousand (\$150,000).

**Disability Insurance (Long-term Disability Program) – Employer Paid:**

The ACT 93 employee will receive (Sixty-six and two-thirds percent (66 2/3%)) of monthly salary, up to a maximum of six thousand (\$6,000) per month, and payable until age sixty-five (65). There will be an elimination period of sixty (60) calendar days or use of all sick days, whichever is greater.

**Sick Leave:**

Twelve(12)-month and Ten(10)-Month administrative employees will receive sick days at the beginning of each fiscal year. These may accumulate with no maximum cap. Each school year, up the five (5) accumulated sick days may be used to care for a sick child, newborn or other member of the employee's immediate family household or an employee's parent who may live outside of the employee's household. Sick days will be earned as follows:

- Twelve (12) month employees: 12 days per year (accumulative)
- Ten (10) month employees: 10 days per year (accumulative)
- Six (6) days (if employed after 12/31)
- Zero (0) days (if employed after 4/30)

**Personal/Emergency Leave:**

Administrative employees receive four (4) personal days at the beginning of each fiscal year and will be non-accumulative. All unused days will be converted to sick leave on July 1 of each year.

**Vacation Days:**

ACT 93 employees will earn two (2) days per month for the months of July through April; if employed after the 15<sup>th</sup> of the month, one (1) day will be accrued for that month. Any unused vacation days, up to a maximum of ten (10) days per year, convert to sick days at the end of each year. All ten (10) month employees are not eligible for vacation days.

**Jury Duty Leave:**

Each administrator shall be entitled to receive jury duty leave in the event said administrator is called upon to serve on a jury in the state or federal courts of the Commonwealth of Pennsylvania. Salaries and benefits for such administrators shall continue during the term of such leave, as long as said administrator reimburses the school district the amount received from said courts as payment for jury duty. Leave for jury duty does not count as vacation or personal leave.

**Leave of Absence for Restoration of Health:**

Administrators may apply for a leave of absence for restoration of health as permitted under the School Code.

**Bereavement Leave:**

Whenever an employee is absent from work because of the death of a spouse, mother, father, step-parent, son, daughter, step-child, brother, sister, parent-in-law, son-in-law, daughter-in-law or near relative who resides in the same household, there shall be no deduction in wages for this absence that is not in excess of five (5) consecutive calendar days.

Whenever an employee is absent from work because of the death of a near relative, not residing with the family, there shall be no deduction in wages for the absence on the day of the funeral. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, nephew, niece, brother-in-law, sister-in-law or grandchild, , there shall be no deduction in wages for this absence that is not in excess of two (2) consecutive calendar days.

**Retirement:**

ACT 93 employees will be members of the PA Public School Employee's Retirement System (PSERS).

**Holidays: Thirteen (13) per year**

- New Years – Two (2) days (to be determined)
- Spring Break – Two (2) (Good Friday and Easter Monday)
- Memorial Day – One (1) day
- Fourth of July – One (1) day
- Labor Day – One (1) day
- Thanksgiving – Three (3) days (Thursday, Friday and Monday)
- Winter Recess – Three (3) days

**Tuition Reimbursement:**

Steel Center Area Vocational Technical School (SCAVTS) will reimburse 90% of the actual tuition cost per credit (up to three hundred and fifty (\$350.00) per credit) for up to eighteen (18) credits per calendar year. Course work must be directed to a Bachelors or graduate degree or additional certification, and courses must be pre-approved. A completion grade of "B" or higher must be obtained to receive reimbursement for graduate level, a "C" grade or higher must be obtained for undergraduate level. All requests for reimbursement must be submitted within one hundred twenty (120) days from the last day of the course. Should the employee choose to leave SCAVTS in a period shorter than two (2) years after receiving reimbursement for credits, that employee shall repay to SCAVTS the full amount provided by SCAVTS.

**Professional Dues Reimbursement:**

Employees are eligible to receive professional dues reimbursement up to eight hundred (\$800) per year for the duration of this agreement. Other applicable organizations may be considered for additional professional dues reimbursement. ACT 93 Administrators can submit a request to the Executive Director for consideration and approval.

**Effective Date and Signature**

This Agreement is entered into under by virtue of a resolution of the Joint Advisory Committee duly passed at a meeting thereof held on the \_\_\_ day of \_\_\_\_\_, 2016, by and between Steel Center for Career and Technical Education and the Employee, a full quorum being present, authorizing and directing the same to be made and done.

In Witness Whereof, the said corporation, party of the first part (Public Employer), has caused its common and corporate seal to be affixed to this agreement by the hand of its President and the same to be duly attested by its Secretary. Dated this day and year first above written.

ATTEST:

Jan F. Marks  
Secretary  
11-1-2016  
Date

Connie L. Hull  
President  
11/1/2016  
Date

[Signature]  
Signed  
[Signature]  
Administrator  
11/2/2016  
Date

[Signature]  
Administrator  
11/2/2016  
Date

[Signature]  
Administrator  
11/2/16  
Date