

## **Burrell School District Act 93 Agreement**

### **BURRELL SCHOOL DISTRICT**

#### **Act 93 Administrative Compensation Plan**

WHEREAS, the Burrell School District has developed a compensation package for the Principals, Assistant Principals, Facilities and Transportation Director, Technology Director, Network Administrator, Food Service Director, and any other mid-level administrative personnel, and

WHEREAS, representatives of the Burrell School District have met and discussed the compensation package with representatives of the administrators.

BE IT RESOLVED that the administrative compensation package attached hereto and incorporated herein by reference is adopted by the Burrell School District for the 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21 school years.

#### **PHILOSOPHY**

Evaluation is a process whereby the effectiveness of the professional staff member is appraised in relation to predetermined goals and objectives, the member's own competencies, the ability and willingness to carry out a pre-defined position description, and the ability to carry out direction from supervisory personnel. This evaluation shall recognize the worth and unique role of the individual in education and must serve to support and lend positive direction toward individual and group effectiveness. Also reflected in this evaluation is the value added by the individual toward meeting the organizational goals of providing an effective and efficient educational program within practical budgetary constraints.

#### **EVALUATION PROCESS**

Each fall the administrator will meet with the Superintendent to set mutually agreed upon goals for the new school year. The goals will be for personal growth and development of the administrator, as well as for the improvement of his/her building or department. In January, a mid-point review of job performance and goal progress will take place. Upon completion of the year, the administrator will be evaluated for his/her performance during the prior school year based on performance in the job and level of achievement in predetermined goals. If the evaluation tool includes the state's school performance profile, the evaluation will be completed within five weeks of the release of that data. Additionally, any compensation increase will be issued upon completion of evaluations and paid retroactively.

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### **ANNUAL SALARY INCREASES**

Individual increases will be set based on Superintendent's appraisal for each employee. Increases will be based on a tiered system that considers the county average to determine placement in the tiers. Two tiers will exist: salaries above the county average for similar position and salaries below the county average for similar position. Administrators rated proficient or distinguished and having a current salary that falls at or above the county average will receive a 1.8% increase for the following year. Administrators rated proficient or distinguished and have a current salary that falls below the county average will receive a 3% increase for the following year. Administrators, regardless of tier, earning ratings below proficient will receive a 0% increase for the following year.

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### **ADMINISTRATIVE BENEFITS PACKAGE**

1. Medical Benefits - Board will provide medical insurance for the administrator and dependents. The administrator will contribute to health care costs at the same level as the Burrell Education Association. The insurance benefits are set forth in the benefits booklet and may be purchased from the I.U. 7 Consortium.

The district shall provide an alternate medical insurance plan for the administrators and dependents at no cost to the employee as outlined in the alternate benefit booklet.

2. Dental Insurance – The Board will pay 100% of administrator and dependency coverage premiums for dental insurance benefits as outlined in the benefits booklet to include: Basic coverage, oral surgery, group inlay, and orthodontics.
3. Vision Insurance – The Board will pay 100% of the premium for the administrator and family for Vision Insurance Plan as described in the benefits booklet.
4. Term Life Insurance - The Board shall provide a term life policy equal to \$100,000 for each administrator.
5. Travel Accident Insurance - Each administrator will be covered by a \$100,000 travel accident policy for all travel directly related to business of the Burrell School District.
6. Family Sick Leave - Each administrator shall be granted 13 days leave allowance per year. The unused portion of such allowance shall accumulate from year to year without limitations.

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7. **Emergency Leave** - Administrative employees are eligible for an emergency day(s) absence from their duties in the event of a serious or unusual state of affairs, or a sudden or unexpected happening or situation that calls for immediate action. Where feasible, when an emergency is anticipated, the Superintendent shall be given advance notice of the intended absence from work. Where time does not permit, the Superintendent shall be notified by telephone. In either case, when returning to work the administrator must submit to the Superintendent a request for emergency leave on Emergency Leave Request Form. The decision of the Superintendent is final.
8. **Personal Days** - Administrators shall be granted two (2) days per year paid leave for personal reasons. Personal leave days may accumulate to five days. All requests for personal leave shall be subject to approval by the Superintendent. Unused personal leave shall accumulate as regular sick days unless designated by the employee. Notification to accumulate personal days must be made between May 1 and May 15 of each school year.
9. **Bereavement Leave** - With respect to death days, the parties agree to accept and incorporate herewith as though fully set forth herein, the provisions of Section 1154 (b) and (c) of the Public School Code of 1949, as amended. In addition to the provisions of Section 1154 (c) there shall be no deduction in the salary of any employee for the absence on the day of the funeral (one {1} day) because of the death of the following near relative:
  - (a) Grandparent-in-law
  - (b) Grandchild
10. **Child Rearing Leave** - All employees who become a parent (natural or adoptive) or who are otherwise qualified hereunder are hereby granted a child rearing leave for a reasonable period of time.

The date of beginning and of termination of this leave shall be at the election of the employee. It shall not exceed one year from date of birth, termination of pregnancy, or onset of adoption unless by special permission of the school Board after consideration of the circumstances.

The employee shall provide the Superintendent with a written request giving as much notice of the beginning and ending of such leave as can reasonably be expected.

Any administrator shall be eligible for this leave on the basis of either natural parenthood or adoption by the employee.

No salary shall be paid said employee, no fringe benefits will be paid for said employee, or pension accrue during the period of the leave. Employees may elect to utilize personal or vacation time for all or part of a leave for compensation. The employee is entitled to sick leave for disabilities caused or contributed to by

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pregnancy, miscarriage, abortion, childbirth and recovery there from. The school Board may require that requests for sick leave while on child rearing leave be supported by a physician's statement. Child rearing leave will be subject to FMLA policy.

Upon application by the employee on such leave to return to employment following such reasonable child rearing leave, the school shall offer the employee the job he/she held before going on leave or a substantially equivalent position.

Salary adjustments following a leave of absence will be based on the employee's performance review as well as the amount of time worked during the school term.

11. Legal Duty Leave - A professional employee called for jury duty or subpoenaed to give testimony as a witness, or required to testify as a named defendant before any judicial or administrative body, shall be compensated for the difference between the regular pay and the pay received for the performance of such obligation.
12. Travel Expense - Administrators will be reimbursed at the rate of the IRS approved limit.
13. Professional Membership - Board pays full membership for each administrator to one professional organization of the administrator's choice for state and national membership.
14. Vacation - Full time (12 month) administrators will be granted four weeks of vacation. This benefit commences in the first year of hire for those hired in 2006 and thereafter. Administrators hired prior to 2006 will continue to have accrued vacation at time of termination of employment. Vacation time is limited to five school days during the time that school is in session. Exceptions may be made at the Superintendent's discretion. The administrator may elect to be paid for up to 5 unused vacation days at the end of the fiscal year.
15. Tuition Reimbursement - Administrators earning credits beyond the Master's Degree will be compensated at the rate of \$20 per credit for credits earned up to 32 credits. Any administrator who has earned a doctorate will be paid twelve hundred fifty dollars (\$1,250) above the Masters plus 32 credits.

Credits earned in an approved doctoral program will be reimbursed up to the cost per credit rate of the University of Pittsburgh. Credits must be in a doctoral program related to or in the area of education and be pre-approved by the Superintendent. Credits earned in an approved master's program will be reimbursed up to the cost per state credit rate. Credits must be in a master's program related to or in the area of education and be pre-approved by the Superintendent. Reimbursement will be for course credits upon presentation of transcript and proof of payment. Research/dissertation credits will be reimbursed



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to a maximum of 18 credits annually with a two-year limit. The total maximum payment per year will not exceed the actual course credit cost or an equivalent cost for credits that could be obtained at the University of Pittsburgh, a Pennsylvania state-operated university.

The administrator recognizes that increased personal value and substantial investment associated when the school district reimburses the administrator for tuition. Given that the employee will benefit the balance of their career from this program, the District also should benefit in a corresponding manner.

Tuition benefits will be available to the administrator as follows:

- At the successful completion of their first year in an administrative position.
- Maintaining a minimum performance of satisfactory or above on the Administrator Evaluation.
- Administrators contracted less than twelve months will be reimbursed on a pro rata basis.

Tuition benefits will be refunded by the administrator to the District as follows:

- If the Administrator leaves the employment of the District of his/her own accord, the Administrator shall return to the District the moneys paid for tuition according to the following schedule:

Year following reimbursement	Full return
Second year following reimbursement	3/4
Third year following reimbursement	1/2
Fourth year following reimbursement	1/4 return

16. Legal Liability Insurance – The Board will provide liability insurance for each administrator in the amount of \$3,000,000.

17. Final Year Increment – Any administrator eligible to retire under the Pennsylvania State Employee Retirement System will be paid a final year increment of up to \$3000. This increment will be based on the payment of \$200 per year of service in the Burrell School District. Notification of intent to retire must be made by June 30 of the year prior to the retirement date.

18. Reimbursement for Unused Sick Leave at Retirement – Administrators will be eligible for payment for unused sick days as follows:

First 100 days payable at	\$20.00
101-200 days at	\$25.00
201-300 days at	\$30.00

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19. Longevity -- Beginning in 2009-10 school year, full time (12 month) administrators, who have served Burrell School District in any full time administrative capacity for a continuous period of five years, will receive a one-time longevity stipend of \$2,500 added to their base salary starting in year six. After ten years of satisfactory service, they will receive a one-time longevity stipend of \$5,000 to be added to their base salary starting in year eleven. The Food Director shall be paid prorated portions of the longevity amounts based on length of work year.
20. Cellular Phones – The Board recognizes that administrators need to be available via their cellular phones for work purposes. The administrators may receive a \$50.00 monthly stipend to apply towards their personal cellular phone or may be issued a district cellular phone. The Superintendent reserves the right to decide which option is available to each administrator based on related job responsibilities.
21. Retirement Incentive – Administrators who retire from Burrell School District will have the same retirement incentive and eligibility parameters as the Burrell Education Association members.
22. Tuition Waiver for Administrator’s Children - Children of Nonresident Administrative Employees of the Board may be enrolled in the schools of this district in accordance with Policy 202 Eligibility of Nonresident Students. Administrators shall receive a hundred percent (100%) tuition discount on the Nonresident General Education Tuition Rate established by the Board. There is no discount for the tuition associated with special education enrollment.

ADOPTED by the Board of Directors this 17th day of November, 2015.

Attest:

BY

  
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Secretary

  
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Board President