



**COMPENSATION PLAN
FOR
ACT 93: ADMINISTRATORS, SUPERVISORS, COORDINATORS
&
SUPPORT MANAGERS
July 1, 2017- June 30, 2019**

INTRODUCTION

Through Meet and Discuss sessions, the Chambersburg Area School District has developed a **Compensation Program for Administrators, Supervisors, and Coordinators & Support Managers**. The development of the program was based on the following concepts:

- Recognition and compensation commensurate with the level of responsibility within the organization.
- Maintenance of competitive program within the Commonwealth of Pennsylvania.
- Encouragement to achieve District goals.
- Motivation and reward for professional development.

SECTION I: ACT 93 EMPLOYEES AND POSITIONS

Positions in the Act 93 group shall exist in two tiers. **Tier 1** employees shall consist of Administrators, Supervisors & Coordinators and will be placed on one of the 6 Levels listed in Appendix A for Tier 1 employees. **Tier 2** employees will be placed on one of the four levels for Support Managers described in Appendix A of this document. Head Teachers are not part of this agreement.

SECTION II:

ADMINISTRATION OF RIGHTS & BENEFITS

All Benefits will be prorated if a full work year is not completed

A. Salary Increases

- Additional salary may be added to the employee's salary base if they are fluent in a second language or have a special skill deemed necessary by the superintendent.
- An additional \$1000 will be paid as a supplemental pay to any employee who receives and maintains CPR and First Aid certification which is valid for two years. This will not be added to the base salary.

B. Contract Days

- All employees in the Act 93 group shall work a total of 248 days for each contracted school year of this agreement.

C. Health Care Insurance

- All members of the Act 93 group will receive a PPO health insurance plan for themselves and qualified dependents through Capital BlueCross or Highmark with deductibles equal to the IRS minimum deductibles for a qualified high deductible health plan. The IRS minimum deductible for the 2017-2018 plan year is \$1300 for an individual plan and \$2600 for a family plan. The deductibles for Act 93 members shall rise in accordance with the IRS established minimum deductibles for a qualified high deductible healthcare plan. A Health Savings Account (HSA) will be established for all employees, with an annual employer contribution for 2017-2018 of \$600 for an individual plan and \$1200 for a family plan. If the IRS minimum deductible increases, the District contribution to the Act 93 member will increase by the same amount the IRS increases the minimum deductible (e.g., if the IRS minimum deductible increases by \$50, the District contribution will increase by \$50 for the plan year).
- A Limited Purpose Flexible Spending Account (LPSA) and a Dependent Care Account shall also be available.
- Vision and dental coverage will be offered to all Act 93 members at the same benefit level as outlined in the collective bargaining agreement for professional staff.
- If any Act 93 employee elects to opt out of the District's obligation to provide health insurance coverage for the term of this agreement and in lieu of the District's obligation to provide health insurance coverage for said employee and/or his or her eligible dependents, the District shall pay the employee \$2,000 annually as additional compensation during each year of the

agreement. Any employee who chooses to opt out of the District-provided health insurance coverage must first provide the District's Human Resources Office with documented proof that said employee has other insurance coverage. It is understood and agreed that an employee who opts out of the District's health insurance plan reenroll in said plan in the event that said employee experiences a qualifying event.

D. Tuition Reimbursement & Compensation For Educational Advancement

- The reimbursement of tuition shall be at a maximum of Penn State Main campus doctoral program tuition rate.
- Beginning in the 2017-2018 school year reimbursement for doctoral classes and dissertations must be completed in five years from start date. Exceptions may be granted by the superintendent.
- Compensation for educational advancement:
 - M = \$1550; M+15 = \$800; M+30 = \$800; M+45 = \$800; M+60 = \$800; D.Ed. = \$1550.
- Tier II employees also have the option of receiving \$160 per 45 hours (or equivalent 3 credit course) of continuing education in a certification or educational program related to their job responsibilities. The lifetime maximum benefit for this additional compensation is \$3950.
- A professional employee who leaves the District for any purpose rather than retirement must pay back 100% of the tuition if the departure is within one (1) year of the course completion date as indicated on the pre-approval form or 50% of the tuition reimbursement if the departure is within two (2) years of the course completion date as indicated on the pre-approval form.

E. Medical Coverage Upon Retirement To Age 65

- Employees who were in the Act 93 group prior to July 1 2006 will maintain their paid health care privileges upon retirement and access to health care will follow Act 93 requirements. For employees joining this group July 1, 2006 or after, a payment of \$2500 per year will be contributed to a 403B employer contributed account. Employees who are presently entitled to District paid health benefits upon retirement may switch to the 403B. Administrators, Supervisors and Coordinators who are eligible for medical benefits upon retirement and retire between the ages of 53 and 64 will receive individual medical benefits equal to those provided the Adm/Sup/Coor of the District as follows:
 - 100% coverage after 25 years of service,
 - 75% coverage after 20 years of service,
 - 50% coverage after 15 years of service.
 - Retirement is qualified under the guidelines of the Pennsylvania Public School Employees' Retirement System (Service is qualified as service to the District)

F. Sick Leave

- 13 days for all Act 93 personnel credited on July 1.
- Personnel may submit all unused sick leave days accumulated since July 1, 1968, for reimbursement at one-half of the daily rate of pay upon retirement or death in service. Those who were a District teacher and hired between July 1, 1981 and October 1, 1991 and then became an Administrator may submit a maximum of 140 sick leave days at one-half of the daily rate of pay for reimbursement upon retirement or death in service. Those hired after October 1, 1991, may submit a maximum of 140 unused sick leave days at one-half of the daily rate of pay for reimbursement upon retirement or death in service. Those hired after July 1, 1993, may submit a maximum of 100 sick leave days at \$75.00 per day for reimbursement upon retirement or death in service. An optional 3-payment plan may be elected but must be completed within two years of retirement. (Retirement is qualified under the guidelines of the Pennsylvania Public School Employees' Retirement System) As per School Board policy, District payment for all leaves that are paid upon a qualified retirement will be transferred to a 403B account of the employee's choice.
- **Sick leave bank** is optional for all non- bargaining unit employees

G. Activity Pass

Chambersburg Area School District Activity Pass valid for Act 93 employees and one guest to be used at CASD school events.

H. Bereavement Leave

Bereavement Leave will match that of the teachers.

I. Child Rearing Leave

Available; unpaid - 1 year maximum per child

J. Death Benefit

One-half of salary to a maximum of \$100,000

K. Personal Leave

4 days for 248-day personnel credited on July 1 with accumulation to 8 days

L. Professional Association & Professional Dues Payment

- The District institutional membership in P.A.S.A. offers our Administrators, Supervisors and Coordinators a reduced fee.
- Reimbursement annually for membership in one or more professional organizations not to exceed the membership fee for that school year of the National Association and Pennsylvania Association of Elementary and Secondary School Principals.

M. Retirement

Participation in the Pennsylvania Public Employees' Retirement System

N. Travel Reimbursement

Paid at the prevailing IRS rate

O. Vacation

All Act 93 employees will receive 20 vacation days. Those hired before July 1, 2001 will continue to earn vacation and it will be credited on July 1 of the following year. Those hired on and after July 1, 2001, will have vacation credited up front. Act 93 employees may carry over vacation up to a maximum of 10 days. Vacation days from the previous year may be used through September 1st of each year. If any unused vacation days remain on retirement or death in service, up to 20 days may be submitted for reimbursement at the daily rate of pay. As per School Board policy, District payment for all leaves that are paid upon a qualified retirement will be transferred to a 403B account of the employee's choice. Employees may submit a request to be compensated for up to ten (10) unused vacation days by June 30 which will be paid at the daily rate of pay.

P. Sabbatical Leave

Act 93 members will be eligible for Sabbatical Leave after 7 years of service according to CASD policy.

- **Full year:** Evaluations will be conducted for the year preceding the sabbatical year. Increases will be included in the salary of the sabbatical year. The administrator will receive one-half of salary during the sabbatical year. Upon return from sabbatical, the administrator will receive the percentage of increase for the year. The rating from the preceding year will be used to determine the performance component of the salary, if applicable.
- **Half Year:** Evaluations will be conducted for the year preceding the sabbatical year. Increases will be included in the salary for the sabbatical year. The administrator will receive one half of salary for the period while on sabbatical leave and full salary for the time on duty. At the end of the year, evaluations will be made for the time on duty. The performance component will be rated and scored. The result will be the performance component for that year if applicable.

Q. Leaves Without Pay

Evaluations will be conducted for the year preceding the leave without pay. No pay will be awarded for the year for which the leave without pay was granted. Upon return from the leave without pay, the rating from the preceding year will be used to determine the performance component of the salary if applicable.

R. Exceptions To Contract Days / Rights & Benefits:

Any exceptions to the above listed contract days and Rights & Benefits must be approved by the superintendent and Act 93 representatives.

S. Claims, Suits, Actions, and Legal Proceedings:

- Consistent with the provisions of applicable law and the District's insurance policy, the District 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 organization, provided the incident arose while the Act 93 employee was acting within the scope of their employment.

ALL BENEFITS WILL BE PRORATED IF A FULL WORK YEAR IS NOT COMPLETED.

SECTION III: ACT 93 PERFORMANCE EVALUATIONS:

A. Compensation Plan

The Chambersburg Area Board of Directors is committed to developing and implementing a plan of compensation, which will attract and retain quality management personnel and will provide fair and adequate financial incentive for all management personnel.

B. Performance Evaluation

Periodic evaluation of administrators is a management tool which enables rating personnel to formalize and provide feedback to staff members concerning the degree to which they have met the expectations of their job descriptions, which includes, but is not limited to, providing instructional leadership, completing administrative tasks, responding to district needs, taking responsibility for school events, demonstrating effective management, and communication skills. In addition, staff members will be responsible for developing and implementing administrative objectives that deal with special needs and improve the administrator's areas of responsibility as the major emphasis of this component. Recommendations for improvement and creative solutions will be sought. Objectives will be written to reflect district, school and personal needs.

C. ACT 93 Performance of Job Description

Every Act 93 employee will receive a performance rating for the year that will be

based on the results of a job description performance evaluation conducted by the superintendent or designee.

Annual salary increase will be as follows:

2017-2018- 0%
2018-2019- 1.5%

D. Evaluation Schedule

D. Evaluation Schedule

Beginning of the year meeting will be held no later than the end of the first marking period:

1. The Act 93 employee and the superintendent or his/her designee will meet to finalize the employee's individual objectives.
2. Individual objectives will be related to the District goals established by the Board of Directors, plus other objectives deemed appropriate by the superintendent or his/her designee.
3. The superintendent or his/her designee will have the final decision on the make-up of individual objectives.
4. The individual objectives will be committed to writing on the individual objectives form on page 9.

Mid-year meetings will be held at the discretion of the supervisor, no later than the mid-point of the third marking period:

1. The Act 93 employee and the superintendent or his/her designee shall have a mid-year conference to discuss progress, performance, difficulties and changing conditions.
2. Objectives may be changed as a result of the conference. Any changes will be committed to writing with copies to the employee and the superintendent or his/her designee.

End of year meeting: At this meeting, a draft copy of the performance evaluation report completed by the superintendent or his designee will be discussed. The Act 93 member will provide evidence of individual performance prior to the meeting.

All performance evaluation forms should be submitted to the Director of Human Resources immediately following the evaluation conference.

CHAMBERSBURG AREA SCHOOL DISTRICT *Performance Evaluation Report*

This evaluation schedule and report will be used for performance level determination. Any PDE required forms will not be used to determine performance evaluation.

Act 93 member salary adjustments:

As directed by the Superintendent, Act 93 positions highlighted in Appendix A have been adjusted.

Group	Level	Position Title	2017-2018 Salary Ranges		2018-2019 Salary Ranges	
			Min	Mid	Min	Mid
Tier 1	1	HS Principal	\$95,079.30	\$113,549.78	\$97,931.68	\$116,956.27
	2	MS Principal	\$91,608.20	\$110,088.98	\$94,356.45	\$113,391.64
	2	Director of Special Ed	\$91,608.20	\$110,088.98	\$94,356.45	\$113,391.64
	2	Director of CMS	\$91,608.20	\$110,088.98	\$94,356.45	\$113,391.64
	2	Director of C&I	\$91,608.20	\$110,088.98	\$94,356.45	\$113,391.64
	2	Dir. of Support Servic	\$91,608.20	\$110,088.98	\$94,356.45	\$113,391.64
	2	Dir. of Technology	\$91,608.20	\$110,088.98	\$94,356.45	\$113,391.64
	3	Elementary Principal	\$86,968.05	\$104,328.70	\$89,577.09	\$107,458.56
	3	Athletic Director	\$86,968.05	\$104,328.70	\$89,577.09	\$107,458.56
	3	Assistant HS Principa	\$86,968.05	\$104,328.70	\$89,577.09	\$107,458.56
	4	Asst. MS Principal	\$82,327.90	\$98,560.70	\$84,797.74	\$101,517.52
	5	Director of ELL	\$75,380.55	\$89,921.58	\$77,641.97	\$92,619.22
	5	C3 Coordinator	\$75,380.55	\$89,921.58	\$77,641.97	\$92,619.22
	5	Psychologist	\$75,380.55	\$89,921.58	\$77,641.97	\$92,619.22
	5	K-12 Supervisor	\$75,380.55	\$89,921.58	\$77,641.97	\$92,619.22
	5	Special Ed. Superviso	\$75,380.55	\$89,921.58	\$77,641.97	\$92,619.22
	Tier 2	1	Sup. of Facilities	\$70,725.98	\$84,725.74	\$72,847.76
1		Food Services Superv	\$70,725.98	\$84,725.74	\$72,847.76	\$87,267.51
2		Comptroller	\$63,351.18	\$76,498.62	\$65,251.72	\$78,793.57
2		Transportation Sup.	\$63,351.18	\$76,498.62	\$65,251.72	\$78,793.57
2		Network Admin.	\$63,351.18	\$76,498.62	\$65,251.72	\$78,793.57
2		Chief of Police	\$63,351.18	\$76,498.62	\$65,251.72	\$78,793.57
2		Data/Apps Admin.	\$63,351.18	\$76,498.62	\$65,251.72	\$78,793.57
2		Dir. of Mkt/ Comm.	\$63,351.18	\$76,498.62	\$65,251.72	\$78,793.57
3		Sup. of Data Account	\$55,661.20	\$66,288.23	\$57,331.04	\$68,276.87
3		Data Coordinator	\$55,661.20	\$66,288.23	\$57,331.04	\$68,276.87
3		Asst. Sup. of Facilitie	\$55,661.20	\$66,288.23	\$57,331.04	\$68,276.87
3		Business Office Mgr.	\$55,661.20	\$66,288.23	\$57,331.04	\$68,276.87
3		Assistant HR Directo	\$55,661.20	\$66,288.23	\$57,331.04	\$68,276.87
4		Asst Sup. of Mainten	\$49,862.30	\$59,946.00	\$51,358.17	\$61,744.38
4	Asst Sup. of Transpor	\$49,862.30	\$59,946.00	\$51,358.17	\$61,744.38	
4	Asst Sup. of Food Ser	\$49,862.30	\$59,946.00	\$51,358.17	\$61,744.38	

CHAMBERSBURG AREA SCHOOL DISTRICT

Performance Evaluation Report

Employee: _____ Position: _____

Immediate Supervisor: _____ Rating Period: _____

List and describe the performance strengths of this individual.

List and describe areas for improvement.

General comments regarding this individual's job performance.

Comments on Objectives

Performance Level

- Satisfactory
- Unsatisfactory (a performance improvement plan must be developed)

Signature of Superintendent or Designee

*My signature does not necessarily imply agreement with this evaluation, but acknowledgement that I have read it.

Signature of Employee*

CHAMBERSBURG AREA SCHOOL DISTRICT

Individual Objectives

Name of Employee: _____ Position: _____

Evaluator: _____ Rating Period: From _____ To _____

Objective	Activities	Evaluation	Expected Date of Completion	Comments

Signature of Superintendent or designee

Signature of Employee

My signature does not necessarily imply agreement with this evaluation, but acknowledges that I have read it.