

# Lampeter-Strasburg School District



## ADMINISTRATIVE COMPENSATION AND BENEFITS PLAN

12-Month Position

2015 - 2019

Lampeter-Strasburg School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, age, sex, marital status, or handicaps and disabilities in its programs, services, activities, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

For information regarding civil rights or grievance procedures and information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact: Andrew M. Godfrey, Ed.D., Assistant Superintendent, Title VI, Title IX and Section 504 Compliance Officer for Lampeter-Strasburg School District, 1600 Book Road, P.O. Box 428, Lampeter, PA 17537, or telephone (717) 464-3311.

**Administrative Compensation  
and  
Benefits Plan**

**12-Month Position**

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## ADMINISTRATIVE COMPENSATION PLAN

The District's compensation plan for administrators is based upon benchmark position descriptions with a focus upon responsibilities, accountabilities, and organizational value of each position. A comparative analysis was conducted and salary ranges were developed which reflected competitive salaries in the labor market. Each salary range includes a baseline (low), target (midpoint) and high based upon the labor market and the value and accountabilities for each position. The salary ranges shown below will serve as the basis for compensation and affect the setting of salaries of new employees as well as existing employees who reach the high value. The value of salaries shown below are subject to periodic review and modification if market conditions allow.

If an employee's salary is above the high point of the range, they will be paid a stipend based upon the percentage increase approved by the Board; however, the stipend will not become part of their base salary. Employees that reach the high point of the range with their Board-approved increase will be paid based upon that percentage with the amount of their increase beyond the high point of the range paid as a stipend. The amount beyond the high point of the range will also not become part of their base salary.

Level	Position Title	2015/2016 Salary Range		
		Baseline	Target	High
25	High School Principal	88,000	110,000	132,000
24	Middle School Principal	80,800	101,000	121,200
23	Technology Director	77,600	97,000	116,400
23	Elementary School Principal	77,600	97,000	116,400
23	Supervisor of Special Education	77,600	97,000	116,400
22	Assistant High School Principal	70,400	88,000	105,600
20	Assistant Business Manager	59,200	74,000	88,800

## ADMINISTRATIVE PERFORMANCE EVALUATION PLAN

The District has adopted an Administrative Performance Plan that is based upon four performance levels as applied to Administrative Domains and Goals established annually by the Board of School Directors. A copy of the Performance Summary Form along with an explanation of the form has been included. Annual evaluations reflecting the administrator's achievement as measured on the Performance Summary Form will determine the administrator's salary for the following year. A Performance Increase Guideline is provided below:

Performance Level	Domains/Goals Performance
Distinguished	P+
Productive and Effective	P
Needs Improvement/Progressing	0
Unsatisfactory	0

**OTHER COMPENSATIONS**

**VACATION**

Administrators are expected to work all scheduled pupil and teacher in-service days, including days when school is closed for inclement weather or other emergencies, during the regular school year. Over the summer, Independence Day, the Friday before Labor Day, and Labor Day will be paid holidays. Each 12 month administrator shall become eligible for twenty (20) days paid vacation per year, beginning July 1 of the year that he/she begins employment in the district. Administrators who begin during the school year will be granted one day per month for the time remaining in the year prior to July 1. Vacations are to be taken over the summer months unless special consideration is granted for other times at the discretion of the Superintendent. All vacation days are to be cleared through the office of the Superintendent prior to such absences. At the discretion of the Superintendent, administrators may be asked to work, or may request permission to work, during school vacation periods. In such cases, compensatory time will be given for all such days worked at convenient times throughout the year. Administrators are not permitted to use Saturdays or Sundays for compensatory-time requests.

A maximum of ten (10) days of vacation may be carried over from year to year as of the last day of June of any school year. The maximum number of vacation days that an administrator could have, therefore, as of July 1 of any school year would be thirty (30) days. Unused vacation days over the maximum amount will be applied to and counted as available sick days.

The School District will not pay for vacation days upon termination of service. However, vacation days may be taken prior to the effective date of resignation. In cases where an administrator resigns prior to conclusion of the school year (June 30), he/she will be granted vacation days for that portion of the year worked at a pro rata rate for each complete month of service.

**RETIREMENT INCENTIVE**

Administrators desiring early retirement may meet with the Board on an individual basis to discuss specific proposals for an early retirement incentive.

**RETIREMENT BENEFIT**

Each administrator or his/her estate shall be granted a severance pay equal to 3/12 of their final year's salary or the retirement benefit granted to members of the bargaining unit, whichever is greater, upon death or retirement. In addition, at retirement, after 10 years of service in the School District, administrators shall be compensated for unused sick days at a rate of \$60/day. Board approved leaves will not count as service with the exception of sabbatical leaves.

The payment which is due to a retired administrator shall be deposited into a qualified 403(b) account established by the School District with an approved 403(b) plan vendor, who shall be responsible for administering 403(b) plans. In the event that the amounts to be deposited as an employer, non-elective contribution to the administrator's 403(b) account would exceed Section 415 limits, the excess (up to the Section 415 limit) shall be deposited to the administrator's 403(b) account in subsequent year(s).

In addition to the benefit set forth above, after 10 years of service in the School District, an administrator who retires will be paid in an amount equal to \$100 for each year of service with the School District. The payment shall be made into the administrator's Health Reimbursement Arrangement (HRA) created by the administrator under Sections 105 and 106 of the Internal Revenue Code.

All School District contributions into the 403(b) account and the HRA account shall be deposited into qualified accounts for each eligible employee. The plan vendor(s) shall be identified by the School District, with the consent of the Association, such consent shall not be unreasonably withheld. The Plan Vendor(s) shall be responsible for administering the 403(b) account and the HRA account.

The 403(b) account and HRA account shall be established by the administrator prior to termination of employment. An administrator who fails to establish such account(s) will forfeit the benefit(s). The administrator shall not have the option of receiving payment directly under this provision.

An administrator who is entitled to the retirement benefit under this section may elect to continue in the School District's hospitalization plan until he/she is eligible for benefits under Medicare Part B. The administrator's spouse, if covered at the time of the administrator's retirement, may also continue to be covered until he/she is eligible for benefits under Medicare Part B. The benefits under the hospitalization plan shall be the same benefits which the School District from time to time makes available to administrators who are then employed by the School District (those benefits, and the method of providing benefits, may change subsequent to the administrator's retirement).

The administrator shall reimburse the School District for the entire cost of such coverage, such payment to be billed and payable quarterly, in advance. Failure to make any payment when due will result in termination of coverage.

On retirement, the district will supply \$25,000 term life insurance coverage (A.D.D. not included) until the retiree reaches the age of 70. In addition, in accordance with our current agreement with the insurance carrier, at retirement, administrators who are age 55 or older with at least 20 years of service in the Lampeter-Strasburg School District, may continue in force other life insurance coverage until age 70 at the expense of the retiree.

#### **TAX SHELTERED ANNUITY**

The School District will continue to make available the tax-sheltered annuity program for administrators as in the past. The Board will select a third-party administrator to administer the program. Administrators may make deductions in multiples of \$ 10 per pay period. The total amount of School District contributions is subject to 2% of the administrator's salary and the School District will match 25% of that amount. For example, if an administrator's salary is \$100,000, the School District contribution would be \$500 ( $\$100,000 \times 2\% = \$2,000 \times 25\% = \$500$ ). Deductions will be made upon properly signed forms from the broker. Enrollment and amount changes may be made during the first week of each month. The employee may withdraw from this program at any time at his or her discretion.

The School District shall remit the sum collected to the broker as agreed upon by the School District and the broker, but the School District assumes no liability in connection with such deductions or remittances and shall be held harmless against any and all such claims, demands, suits or other forms of liability which may arise out of or by reason of the deduction.

#### **TUITION REIMBURSEMENT**

Administrators are granted tuition reimbursement each year of up to the cost of 12 credits per year at Millersville University, Penn State University, Immaculata University, the University of Delaware, or Temple University, whichever is greatest. Either undergraduate or graduate courses are eligible for reimbursement as approved by the Superintendent. Reimbursement is dependent on satisfactory completion of course requirements with a grade of "B" or better and continuation of employment with the district for a period of six months following course completion. Administrators may request and receive prepayment of tuition expenses with the clear understanding that they must continue employment with the school district for one school semester following completion of course work for which tuition was prepaid. Failure to meet this criterion will result in tuition prepayment being deducted from final salary adjustments.

In the event that an administrator is enrolled in a doctoral program and is required to register as a full-time student for an academic year or its equivalent to complete a residency requirement, the district will reimburse the administrator for up to 18 credits for that one year only.

**MEMBERSHIP DUES**

Administrators will be reimbursed up to a maximum of \$800 per school year for membership fees in professional organizations.

**TRAVEL EXPENSE**

Administrators who use their own vehicle to travel on authorized school business shall be paid at the IRS rate in effect at that time. Administrators are expected to provide their own transportation to their initial work stations. Only mileage accumulated after reporting to the initial work station is reimbursable. Occasional travel to places outside the district to pick up supplies and make deliveries is also reimbursable with prior approval by the appropriate administrator and should be reported monthly on the proper form.

**LEAVE OF ABSENCE**

**PERMISSIVE LEAVE**

**A maximum of three (3) days per school year shall be allowed to any administrator who is absent on account of an emergency such as a serious accident to a member of his family or for other emergencies.** All absences under this policy shall be subject to approval of the Superintendent. All approvals will be based upon the nature of the emergency.

**SICK LEAVE**

**Administrators will be granted one day of sick leave/month to a maximum of twelve (12) days/year.** Sick leave days are cumulative and may be transferred from school district to school district within the state in accordance with school law and the discretion of the Board of Education.

**FAMILY ILLNESS SICK DAYS**

**An administrator may use up to five (5) days sick leave each school year as family sick leave days** subject to the following conditions: Sick leave days may be used for illness of a member of the administrator's immediate family. Immediate family is defined as father, mother, brother, sister, son, daughter, husband wife, parent-in-law, foster parent, or any person with whom the employee has made his or her home.

**BEREAVEMENT LEAVE**

**In the event of death in the immediate family, an administrator shall be allowed full pay for absence for a period of seven (7) consecutive calendar days, one day of which absence shall be the first day after the funeral.** (An exception to the "consecutive calendar days" provision may be granted by the Superintendent at his sole discretion. Any exception to this provision shall not exceed the total number of work days missed had the "consecutive calendar days" provision been applied.) Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, step-parent, foster parent or any person with whom the employee has made his or her home.

Whenever an administrator is absent because of the death of a **near relative**, there shall be no deduction in the pay of the administrator for absence on the day of the funeral. A near relative shall be defined as first cousin, grandparent, grandchild, aunt, uncle, niece, nephew, brother-in-law, sister-in-law or grandparent-in-law.



**JURY DUTY LEAVE**

An administrator shall be granted leaves of absences without loss of income to serve on federal, state, or county jury duty when called to duty by legally constituted judicial authorities as provided by law.

The administrator shall have the option of returning the per diem jury pay to the School District through payroll deduction or by cash.

**FAMILY AND MEDICAL LEAVE ACT**

Leave will be granted as required by law under the Family and Medical Leave Act. Such leave is a part of, and not in addition to, any other leave to which the administrator is entitled or which is granted to the administrator.

**CHILD REARING LEAVE OF ABSENCE**

Except as required under the Family and Medical Leave Act, a child rearing leave of absence shall be granted without pay and benefits to any administrator in accordance with the following:

1. The administrator shall submit a written request for child rearing leave at least five (5) months prior to the anticipated date of birth.
2. The beginning date for a child rearing leave shall be determined based upon the anticipated date of birth with notification given to the Board of Education at least sixty (60) days prior to the beginning date of the leave.
3. The duration of the leave shall be determined by the administrator prior to the beginning date of the leave. The maximum duration of such leave shall be for the remainder of the school year plus the following complete school year if the leave commences after the end of the first marking period or for the remainder of the school year if the leave commences prior to the end of the first marking period.
4. Upon return to employment, the administrator shall be assigned to any position for which certification is held.
5. If the administrator decides not to return to work at the expiration of the leave, a sixty (60) day notice of resignation shall be given.
6. Child rearing leave shall be regarded as unpaid leave. Seniority or pension rights shall not accrue during the period of this leave.
7. A female administrator shall provide certification by her physician of her physical ability to resume her normal duties.

**ADOPTIVE LEAVE**

Any administrator requesting adoptive leave shall notify the Superintendent in writing of the intent to make such an adoption at the time formal application is made.

Except as required under the Family and Medical Leave Act, adoptive leave shall be granted without pay and benefits under and subject to the following conditions:

1. The beginning date for adoptive leave is to commence no later than the time when the administrator received de facto custody of the child and shall commence prior to such custody if necessary to fulfill the requirements for adoption, with notification given to the Board of Education.

2. The duration of the leave shall be determined by the administrator prior to the beginning date of the leave. This maximum duration of such leave shall be for one (1) year.
3. Adopted leave shall be regarded as unpaid leave.
4. Upon return to employment, the administrator shall be assigned to any position for which the administrator is qualified.

### **UNPAID LEAVE OF ABSENCE**

Any administrator desiring to take an unpaid leave of absence shall submit to the Superintendent the purpose of such request and other information as requested. If such a request, in the opinion of the Superintendent and Board, merits a leave of absence without pay and benefits, such may be granted to the administrator. There shall be no appeal to the grievance procedure concerning the Superintendent's or Board's disapproval of the request. An unpaid leave of absence shall not normally exceed one year. Extensions of an unpaid leave of absence beyond this one year period shall be made solely at the discretion of the Board. The administrator shall be placed on the district salary schedule based on the actual number of credited years of experience by the district upon his or her return from leave. Such leave of absence shall not be recognized as a year of credited administrative experience for salary or seniority purposes. Upon return from leave, the administrator will be placed in a position within his or certification areas. No guarantee is given to return the administrator to the same position within his or her certification areas. No guarantee is given to return the administrator to the same position, assignment, or building.

### **SABBATICAL LEAVE**

Sabbatical leaves will be granted as provided by Act 16 of 1996, and Lampeter-Strasburg School District Policy 4152.1. With the approval of the Superintendent, every other year, for study in an area of educational administration, one administrator will be permitted a one semester sabbatical leave at half pay. Upon return to employment, the administrator shall continue service to the School District for at least two years. Failure to comply with this regulation will result in forfeiture of compensation paid on sabbatical on a prorated basis.

## **INSURANCE BENEFITS**

### **DENTAL CARE**

The Board will reimburse an administrator for dental care expenses incurred each year (July 1 – June 30) by the administrator and his/her spouse and minor dependents (until age 26). For the 2015-2016, 2016-2017, 2017-2018, and 2018-2019 school years, the maximum reimbursement shall be **\$2,700**.

**A deductible of \$25 per individual, \$50 maximum per family applies with respect to dental care expenses for the administrator's spouse and dependents.** Orthodontic expenses for the administrator's spouse and dependents are not subject to reimbursement. Payments by the School District are secondary to any other dental insurance covering the teacher's spouse or dependents.

Dental care reimbursement will be paid at regularly scheduled Board meetings if receipted invoices along with the application for dental care benefits are received by the Business office two weeks before the School Board meeting. For a part-time administrator or an administrator leaving the School District prior to June 30, reimbursement will be on a pro-rated basis for the expenses incurred during the time of employment. Administrators on unpaid leave of absence are not eligible during the period they are on leave.

**NOTE: All dental care reimbursements for service dates prior to June 30<sup>th</sup>, must be submitted by July 10<sup>th</sup> to the Business Office.**

### **VISION CARE**

The Board will reimburse an administrator for vision care expenses incurred each year (July 1 – June 30) by the administrator and his/her spouse and minor dependents (until age 26). For the 2015-2016, 2016-2017, 2017-2018, and 2018-2019 school years, the maximum reimbursement shall be **\$1,000**.

Vision care reimbursement will be paid at regularly scheduled Board meetings if receipted invoices along with the application for vision care benefits are received by the Business Office two weeks before the scheduled Board meeting. For a part-time administrator or an administrator leaving the School District prior to June 30, reimbursement will be on a pro-rated basis for the expenses incurred during the time of employment. Administrators on unpaid leave of absence are not eligible during the period they are on leave.

**NOTE: All vision care reimbursements for service dates prior to June 30<sup>th</sup>, must be submitted by July 10<sup>th</sup> to the Business Office.**

### **ADMINISTRATIVE PHYSICALS**

The Lancaster General Hospital Physical Exam Program will be provided by the school district for administrative personnel in accordance with hospital recommendations. A physical exam may be provided annually for those who request it. It may include but is not limited to the following:

- History and Physical Exam
- Visual Screening - near and distant vision
- PA chest X-ray (1 view)
- Electrocardiogram
- Health Screen #5 (includes complete blood count, chemistry profile 20, cardiac risk profile, thyroid test)
- Urinalysis, complete
- Phlebotomy - blood collection charge
- Spirometry Screen
- Audiometric Threshold Test
- Hemocult
- Colonoscopy (if recommended by physician at Lancaster General Hospital Occupational Medicine)
- Over 40 flexible protosigmoidoscopy performed by a Board Certified Gastroenterologist

Additional tests such as Treadmill Stress Test, Complete Pulmonary Function and Mammography are available.

With the approval of the Superintendent, individual administrators may have the examination performed by their personal physician as long as the stipulated examination requirements are met. Any costs incurred above the established fee of Lancaster General Hospital are the responsibility of the individual administrator.

### **HOSPITALIZATION BENEFITS**

An administrator has the option of selecting one of the medical/hospitalization plans made available by the District. The eligibility for medical/hospitalization benefits, the benefits for each plan, the contributions and co-payments which are applicable to each plan and similar matters are summarized as follows:

### **BENEFIT PLANS**

The District makes available two medical/hospitalization plans, i.e. (a) a POS Plan and (b) a PPO Plan.

**Administrator Contributions to Health Benefit Plans**

An administrator who elects medical/hospitalization coverage will be responsible for the following monthly contributions:

POS – Coverage – monthly contribution

<u>Year</u>	<u>Employee</u>	<u>Employee +1</u>	<u>Family</u>
2015-16 thru 2017-18	12% of the monthly premium	12% of the monthly premium	12% of the monthly premium
2018-19	13% of the monthly premium	13% of the monthly premium	13% of the monthly premium

PPO – Coverage – monthly contribution

<u>Year</u>	<u>Employee</u>	<u>Employee +1</u>	<u>Family</u>
2015-16 thru 2017-18	10% of the monthly premium	10% of the monthly premium	10% of the monthly premium
2018-19	11% of the monthly premium	11% of the monthly premium	11% of the monthly premium

Office Visit Copays under POS and PPO

Office Visit – Primary Care  
Office Visit – Specialist  
Office Visit – Chiropractor  
Emergency Room  
Urgent Care

2015-2016

\$15  
\$15  
\$15  
\$25  
\$15

2016-2019

\$20  
\$25  
\$25  
\$50  
\$25

Deductibles

The medical/hospitalization plans (the POS Plan and the PPO Plan) provided by the School District shall be subject to the following annual **in-network deductibles**:

<u>Individual</u>	<u>Family</u>
\$300	\$600

The medical/hospitalization plans (the POS Plan and the PPO Plan) provided by the District shall be subject to the following annual **out-of-network deductibles**:

<u>Individual</u>	<u>Family</u>
\$500	\$1,000

**BENEFIT PLAN DOCUMENT**

The benefits which are provided under each plan, and the exclusions and limitations which are applicable to benefits, are more fully described in the benefit plan document and/or group insurance contracts, copies of which have been initialed on behalf of the Board and the Association.

Prescription Drug Copays (PPO and POS Plans):

	2015-2016	2016-2019
Generic (1 month supply):	\$5	\$5
Formulary (1 month supply):	\$20	\$25
Non-Formulary (1 month supply):	\$30	\$35

Co-pays for mail order prescriptions (for a three month supply) shall be two times the applicable co-pay for a one month's supply.

Out of network co-insurance percentages shall remain as set forth in the respective plan documents.

Employee assistance program services will be available to employees and dependents on a voluntary basis. Services include marriage counseling, anger management, family counseling, stress management, smoke cessation, etc., up to three (3) sessions per family per year.

**INITIAL ENROLLMENT**

Each new administrator shall be given an opportunity to elect such insurance within the first thirty-one (31) days of employment at which time he/she shall be given a booklet describing the insurance in detail. Thereafter, enrollment will be permitted only as follows:

- a. Enrollment will be permitted within thirty-one (31) days of a qualifying event (i.e., change in family status which affects those covered). Qualifying events will be restricted to the following: marriage, death, divorce, birth, adoption, a change in spouse's employment which caused a loss of medical/hospitalization coverage for the spouse, the administrator or the administrator's dependent children.
- b. Enrollment will be permitted for other persons as a "late enrollee." A late enrollee is a person who satisfies all the following: (i) except for having not enrolled in a timely manner, the person would be entitled to coverage under one of the School District's plans; and (ii) the person is not eligible for coverage, and not currently covered, under another plan. A late enrollee may apply for coverage by submitting a completed enrollment form. Coverage will be effective on the date the enrollment form is processed by the plan supervisor. A late enrollee will be subject to applicable pre-existing conditions limitations beginning with the date of his/her enrollment.

**OPEN ENROLLMENT**

An administrator may annually choose between the POS Plan or PPO Plan (November 1 – December 1). The annual right does not constitute a qualifying event which permits the enrollment of additional persons.

### **WORKING SPOUSE**

If the working spouse of an employee is eligible for health insurance coverage under his/her employer's health plan, the working spouse shall not be eligible for health insurance coverage under the School District's medical/hospitalization plan unless (a) health insurance coverage for the employee's working spouse is elected, in writing, solely through the School District's plan and (b) if elected, the employee shall contribute the normal applicable share of the health insurance premium for his/her spouse plus an additional working spouse contribution of \$1,300 per year for 2015-2016 and 2016-2017 (payable in installments throughout the year). For school years 2017-2018 and 2018-2019, the additional working spouse contribution shall be increased to \$1,500 (payable in installments throughout the year). The employee's contribution for such coverage shall be paid via payroll deduction two pay periods per month and will be withheld on a pre-tax basis from the employee's salary.

Employees whose spouse is covered under his/her employer's health plan are eligible to be covered under the School District's plan. The School District's coverage provided under this condition is considered secondary and is not subject to the working spouse additional contribution.

The employee shall accurately complete an annual Spouse Coverage Eligibility Form, which shall include proof of insurance from the employer of the spouse, during the Open Enrollment period (November 1 through December 1) in order to determine eligibility for the Working Spouse provisions. The Working Spouse provision shall not apply to the following:

1. The employee and his/her spouse are both employed by the School District.
2. The employee's spouse is ineligible for health insurance coverage through his/her employer.
3. The employee's spouse is unemployed or retired and is ineligible for insurance outside of the School District coverage.

The Working Spouse provision shall not require the employee's spouse to obtain any coverage for the employee's dependents.

### **OVER-AGE DEPENDENT ELIGIBILITY**

The Patient Protection and Affordable Care Act (PPACA) allows Lampeter-Strasburg School District to offer eligible employees the opportunity to enroll eligible Over-age Dependent (OAD) children (ages of 19 and 26) onto the District health insurance plans, even if the dependent is eligible for employer sponsored health insurance, effective January 1, 2013.

There are three (3) forms required from an employee to enroll an Over-age Dependent onto the L-S District health plans. **All** supporting documentation must be submitted to the Human Resources Office or it will be returned to you to complete and resubmit:

1. A copy of the birth certificate of your Over-age Dependent
2. A health insurance enrollment form adding your Over-age Dependent
3. A completed Over-Age Dependent Eligibility Certification Form

Health insurance enrollment and Over-age Dependent Eligibility Certification forms are available from the Human Resources office.

### **CLAIM DISPUTE RESOLUTION**

Notwithstanding any booklet which describes or summarizes the benefits under each plan, the medical/hospitalization benefits which are provided, and the exclusions and limitations which are applicable to benefits, are set forth in the benefit plan and/or group insurance contract(s) applicable to each plan, copies of which have been initialed by the Board and the Association. Any dispute relating to the denial,

exclusion or limitation of benefits (a) shall be finally resolved in accordance with the provisions of the group insurance contract and/or the benefit plan and (b) shall neither be the subject of a grievance nor subject to the grievance procedures of this Agreement.

### **SUMMARY PLAN DOCUMENT**

The benefits, which are provided under each plan, are summarized in booklets, which are available to each administrator.

### **SECTION 125 PLAN**

The School District has implemented a Section 125 Plan that includes a health care premium only account, an unreimbursed medical expense account, and a dependent care expense account to the extent permitted by law and applicable regulations.

### **INCOME PROTECTION**

Administrators with less than five (5) calendar years administrative experience in the school district will receive 80% of their base salary for a maximum of one (1) year from the date of disability, after exhausting all accumulative sick leave. Administrators with five (5) or more calendar years of administrative experience in the school district at the time of disability will receive 80% of their base salary for a maximum of two (2) years from the date of disability after exhausting all accumulative sick leave.

Any benefits payable pursuant to this policy shall be integrated with all other benefits payable pursuant to any other governmental disability or retirement plan (including benefits under the Public School Employees Retirement System, Social Security, Worker's Compensation, etc.) and/or any other insurance plan (e.g. no-fault insurance, etc.) so that the amount of combined payments (including amounts payable pursuant to this policy) shall not exceed 80% of such administrator's monthly salary. This provision does not apply to any private income protection policy an administrator may carry at his/her own personal expense.

### **LIFE INSURANCE**

Each administrator will receive term life insurance coverage in the amount of two times his/her annual salary. (Administrators are required to pay federal withholding tax on employer-provided life insurance in excess of \$50,000.)

### **WORKER'S COMPENSATION INSURANCE**

The Board of School Directors will provide payment for worker's compensation insurance coverage. This insurance covers job related injuries incurred on the job while engaged in prescribed duties. The employee must report all accidents that happen at work to his/her supervisor immediately after such occurrence.

Injured worker should immediately:

1. Report work-related injuries to their designated building secretary to receive workers' compensation notice/information forms.
2. Call the Human Resource office to report a work related injury/file a claim.
3. Complete and return signed copies of the workers' compensation notice to the Human Resource Office.

As a School District, we are committed to ensuring that your employee benefits are being offered at the highest quality possible. Please contact the Human Resource Office if you have any questions or concerns about how to report a work-related injury.

**OTHER ITEMS**

**DIRECT DEPOSIT**

The School District requires direct deposit of all salary and other compensation payments due to administrators.