

TITUSVILLE AREA SCHOOL DISTRICT

ACT 93

ADMINISTRATIVE COMPENSATION PLAN 07/01/18 THROUGH 06/30/23

The Titusville Area School District Board of Directors adopts the following Administrative Compensation Plan pursuant to the “Public School Code of 1949” as amended, Section 1164.

I. Terms of Compensation Plan

This plan is effective July 1, 2018, and shall continue through June 30, 2023

II. Definition

The term **administrator** shall include the following positions for purpose of this plan:

- **Professional Administrative Positions**
 - Principals – Elementary & Secondary

- **Educational Support Administrative Positions**
 - Director of Federal Programs/Curriculum K4-12
 - Director of Special Education
 - Director of Student Services

- **Support Services Administrative Positions**
 - Director of Technology
 - Director of Buildings and Grounds
 - Director of Transportation/Food Service
 - Assistant Business Manager
 - Assistant Director of Technology

- **Department Chairpersons Positions**

III. Salary

- A. The maximum salaries for the various positions are set forth in the attached table.

Learning curve – 5 years

1st year = 88% of maximum
2nd year = 91% of maximum
3rd year = 94% of maximum
4th year = 97% of maximum
5th year = 100% of maximum

- B. New administrators hired after July 1, 2010 will be placed on the learning curve as recommended by the superintendent.
- C. Administrators will be advanced on the learning curve on July 1st of each fiscal year.

- D. Although this Administrator Compensation Plan provides for a five step salary schedule if, as a result of performance, an Administrator is placed on an improvement plan at the end of the school year, the Administrator will not move to the next step of the salary schedule for the following school year. There will be no increase in compensation in such circumstances. Should the Administrator successfully complete the improvement plan he/she shall be eligible to move a step at the start of the second school year following the year of unsatisfactory performance. No retroactive payment or retroactive step adjustment will be made in such cases.

If an Administrator is already at Step 5 of the salary schedule and is placed on an improvement plan at the end of the school year, he/she will not receive any increase in pay as a result of any revision of the Step 5 amount in the following school year's schedule. Should such an Administrator successfully complete the improvement plan, however, at the conclusion of the following school year a retroactive adjustment will be made to account for the difference between Step 5 of the year in which performance was unsatisfactory and Step 5 of the subsequent year.

- E. If an administrator moves from one position covered by this plan to a lower paid position covered by this plan, he/she will be placed at the same learning curve step he/she would be on if he/she not changed positions. If an Administrator moves to a higher paid position, the Superintendent shall have the discretion to place the Administrator on a lower step in the learning curve, provided that the employee shall suffer no reduction in pay. If the step assigned by the Superintendent will result in a salary reduction, the employee shall continue to receive his/her former salary until the salary table and step result in an increase.
- F. A formal notification of salary earned and step placement must be made by the end of June for the forthcoming year.
- G. Compensation for Department Chairpersons will be 1.055 of their salary, based on the teacher salary schedule.

IV. Fringe Benefits (excluding Department Chairpersons)

- A. **Department Chairpersons' Benefits** – all other benefits will reflect those set forth in the teacher contract.
- B. **Everyone covered by this agreement other than the Department Chairpersons will receive the following:**
1. Unless some different benefit is specifically provided for below, or in Sections V and VI, employees covered by this plan will be afforded insurance and leave of absence benefits equal to or greater than those provided to any other employee group.
 2. **Sick Days:** Each twelve month employee will receive 12 sick days annually.
 3. **Payment for Unused Sick Days** – All current Act 93 employees, hired before July 1, 2010, are grandfathered under the old plan therefore at the

time of retirement these employees will receive a payment for unused sick days according to the chart below and provided the employee retires into the Pennsylvania State Employee Retirement System (PSERS). All Act 93 employees hired after July 1, 2010, at the time of retirement will receive a payment for up to 250 unused sick days according to the chart below and, provided the employee retires into the Pennsylvania State Employee Retirement System (PSERS). All payments under this section will be made as an employer contribution to a qualified 403B account.

School year	First 150 days	Exceeding 150 days
2014-15	\$40/day	\$60/day
2015-16	\$40/day	\$60/day
2016-17	\$40/day	\$60/day
2017-18	\$40/day	\$60/day

4. **Personal Days** – Each year, each employee will receive 2 personal days. These days may be accumulated up to five from year to year. Any personal day beyond five is converted to a sick day.
5. **Professional Administrators Tuition Reimbursement** – Upon satisfactorily completion (minimum of 3.0 QPA), full tuition reimbursement for *up to* 18 graduate credits per year, if the credits are a part of an educational degree program and, the program has been approved by the superintendent. The employee agrees to continue working for the district for a minimum of two years after completion of course work or repay the district 50% of the tuition cost incurred within the previous two years. The superintendent must approve all credits above and beyond the 18 credits for reimbursement.
6. **Educational Support Administrators/Support Services Administrators Tuition Reimbursement** – Upon satisfactorily completion (minimum of 3.0 QPA), full tuition reimbursement for *up to* 18 graduate or undergraduate credits per year, if the credits are a part of an educational degree program and, the program has been approved by the superintendent. The employee agrees to continue working for the district for a minimum of two years after completion of course work or repay the district 50% of the tuition cost incurred within the previous two years. The superintendent must approve all credits above and beyond the 18 credits for reimbursement.
7. **Professional Administrators, Educational Support Administrators and Support Services Administrators Continuing Education** – With superintendent approval, full reimbursement for classes/workshops related to the employee’s position will be paid for once the employee successfully completes the educational opportunity.
8. **Professional Organization Membership** – Annual dues for membership in a professional organization, approved by the superintendent, will be paid by the district. The dues amount shall not exceed the cost of annual membership to the NASSP or NAESP. This benefit shall be made available to all Act 93 employees.
9. **Educational Leave** - Compensation while on educational leave is negotiable between the Board, superintendent, and employee. Eighteen credits are required to be taken for educational leaves for a year and nine credits for half a year.

C. Vacation (excluding Department Chairpersons)

1. **Principals/Assistant Principals** are granted fifteen vacation days in addition to all school holidays. Five of the fifteen days, if not taken, shall be reimbursed at the end of June at ½ the per diem rate.
2. **Support Services Administrators and Educational Support Administrators** are granted twenty vacation days and twelve holidays as recognized in the support professional association contract, with an additional 5 flex days to be used over Christmas or Easter holidays unless asked to work by the Superintendent, at which time these days must be used by the employee before the end of the fiscal year. Five of the twenty days, if not taken, shall be reimbursed at the end of June at ½ the per diem rate. All employees must enter their absence(s) in AESOP.

V. Insurance (excluding Department Chairpersons)

- A. **Insurance Benefits**—The Board agrees that during the term of this plan, employees covered by this plan shall be afforded insurance benefits equal to or above those granted to the Titusville Area Education Association.
- B. **Travel Life** –The District will purchase a \$500,000.00 travel accident insurance policy for Act 93 employees payable to the employee’s beneficiaries.
- C. **Negligence and Liability** – The District will wholly indemnify the employees covered by this agreement for incidents that occur while on duty, except for willful misconduct.
- D. **Section 125** – All employees will be able to elect to participate.
- E. **Life Insurance** - Life Insurance of two times the respective employee’s annual salary will be provided during the time of employment or up to a cap of \$200,000.
- F. **Disability Insurance** - The District will allow for one payroll deduction slot for a mutually agreed upon Short Term/Long Term Disability Insurance at employee expense.

VI. Post-Retirement Benefits (excluding Department Chairpersons)

To be eligible to receive benefit of this section, an employee must satisfy the following conditions as of the last day of work before retirement. The employee must have served for five (5) years as an administrator or 20 years of employment with the Titusville Area School District. The employee must be retiring into the Public School Employees Retirement System, or its successor, and be receiving a benefit from the PSERS.

- A. **Insurance Coverage** – The district will pay a retiree’s individual medical insurance premium for the employee until such time that the employee qualifies for Medicare benefits. The PSERS reimbursement must be turned over to the district as partial payment for cost.
- B. **Terminal Leave** – When an employee leaves the service of the Titusville Area School District under circumstances that result in receipt of an immediate

benefit from PSERS due to retirement or disability, the employee will be paid \$90.00 times the number of completed, full years of service as a public school employee in Pennsylvania. In the event that an employee dies while in the active employ of the Titusville Area School District, his/her beneficiary will receive an amount determined on the same basis. In the event that the employee has not named any beneficiaries, or if the named beneficiaries predecease the employee, the payment shall go to the employee's estate. All payments under this section will be made as an employer contribution to a qualified 403(b) account.

- C. Qualifying Act 93 administrators may select any 403(b) plan offered by the district for the deposit of their employer 403(b) contributions.

VII. Evaluation

- A. Each administrator will receive a yearly evaluation following semi-annual reviews by the superintendent and the individual's immediate supervisor.
- B. The Evaluation tool(s) to be utilized will be in compliance with the mandated regulations as written into law and developed by PDE for Principals and Directors as stipulated. For those Director positions which PDE does not mandate a required evaluation tool, the current evaluation tool will remain in effect.

Act 93 Salary Schedule
July 1, 2018 to June 30, 2023
Salaries are at 100% of Learning Curve

Position	5 Year Schedule				
	2018-19	2019-20	2020-21	2021-22	2022-23
Director of Special Education	97,300	99,050	100,800	102,550	104,050
Director of Student Services	97,300	99,050	100,800	102,550	104,050
Director of Curriculum	97,300	99,050	100,800	102,550	104,050
Sr. High Principal	97,300	99,050	100,800	102,550	104,050
Middle School Principal	93,800	95,550	97,300	99,050	100,550
Elementary Principal (12 month)	92,000	93,750	95,500	97,250	98,750
Sr. High Assistant Principal	90,300	92,050	93,800	95,550	97,050
TMS Assistant Principal/Athletic Dir.	89,300	91,050	92,800	94,550	96,050
Director of Building and Grounds	72,300	74,050	75,800	77,550	79,050
Director of Technology	69,600	71,350	73,100	74,850	76,350
Assistant Business Manager	60,300	62,050	63,800	65,550	67,050
Director of Trans/Food Services	57,500	59,500	61,250	63,000	64,500
Assistant Director of Technology	53,300	55,050	56,800	58,550	60,050

	Year 1	Year 2	Year 3	Year 4	Year 5
Learning Curve	88%	91%	94%	97%	100%