

WISSAHICKON SCHOOL DISTRICT
Ambler, Pennsylvania 19002

Wissahickon Administrators and Supervisors Association (WASA)

ADMINISTRATIVE COMPENSATION PLAN

July 1, 2018 to June 30, 2019

A committee of one or more representatives of the Wissahickon Board of School Directors, one or more representatives of the Wissahickon Administrators and Supervisors Association (WASA), and the Wissahickon School District Superintendent and/or Cabinet Level representative(s) will meet to discuss salaries, benefits, and other matters of concern regarding compensation beginning no later than January 15th of the year in which this agreement expires.

Salary Ranges

- A. Each WASA position will have an established grade and salary range. The salary ranges are determined by market conditions, job responsibilities, and length of work year.
- B. The Administrative Salary Schedule effective July 1, 2018 is included as Attachment #1 to this document.
- C. Any WASA employee whose current salary, plus any salary increase called for below, exceeds the maximum limits specified on Attachment #1 will only receive a salary increase raising their pay to the maximum salary for their position grade (if not already at the maximum).
- D. Newly created or re-defined positions will be evaluated by representatives of the Board, WASA and the Administration.

Salary Increases

Increases will be given to individuals in accordance with the "Compensation Guidelines" (see below). An administrator who has not been rated either "unsatisfactory" or "needs improvement" in any of the last three evaluation cycles will be paid at least the minimum salary of the range for his/her position grade.

The Superintendent will be provided the flexibility to determine and recommend the need to the Board for further adjustments on a case-by-case basis in order to bring an individual to a competitive salary.

The only overtime permitted for WASA members will be for the Building Supervisors and Supervisor of Operations at a rate of time and one-half for normal overtime and double-time for Sundays and

Holidays for the following situations directed by the Business Administrator or the Director of Buildings and Grounds:

- A. Snow Removal
- B. Security Alarm Calls – 2-hour minimum
- C. Emergency Situations

Building Supervisors are permitted to receive overtime pay when covering the building for outside community use on weekends when said overtime is reimbursed to the school district by the outside community organization.

COMPENSATION GUIDELINES

Objective

To provide a systematic process for compensating Administrative employees, recognizing the specific role of each individual, retaining market competitiveness and relating employee competence. The primary motive is to compensate employees competitively, based upon their performance.

Compensation

An employee with an “outstanding” or “distinguished” or “proficient” rating will receive a salary increase of 2.4% for the 2018-19 school year, subject to the salary maximums (and/or other adjustments) set forth in Attachment 1.

No salary increase will be granted to employees who receive a “needs improvement,” “unsatisfactory” or “failing” rating for the school year that just concluded.

Performance Evaluation

Each WASA employee shall be evaluated by his/her supervisor (in some cases, provisionally until the receipt of “building level data” from the state—see below) no later than June 30 each year.

As a result of the Educator Effectiveness Act 82 of 2012, instructional administrators, which includes Principals, Assistant Principals, Directors, and Supervisors, will be evaluated pursuant to the Rules and Regulations of Title 22-Educator Effectiveness Rating Tool for Principals and Non-teaching Professionals, as applicable. Evaluations will be finalized within three weeks of the Pennsylvania Department of Education’s public release of applicable “Building Level Data.” The Rating Categories shall be “Distinguished,” “Proficient,” “Needs Improvement” and “Failing” in accordance with the Educator Effectiveness model for Principals and Nonteaching Professionals.

All other WASA employees will follow the existing WSD Administrative Evaluation System (rating categories of “Outstanding,” “Proficient,” “Needs Improvement” and “Unsatisfactory”).

If, in the sole and exclusive judgment of the Superintendent, there is documented evidence that shows a WASA member failed to carry out essential job functions during the course of the school year or otherwise engaged in any form of inappropriate conduct, then that WASA employee shall receive a final annual evaluation of “needs improvement” or “unsatisfactory” or “failing,” regardless of what any other evaluation source or the Act 82 process may indicate, and any salary increase for that administrator for the coming school year shall be 0.00%.

2018-2019 FRINGE BENEFIT PROGRAM

Wissahickon Administrators and Supervisors Association (WASA)

The provisions of this Fringe Benefit Program apply to all positions in WASA.

A. Medical Programs

The district shall provide health insurance coverage through the Southeastern Pennsylvania Schools Trust (SEPaST) (or equivalent).

The employee premium share for the prescription drug plan will be the same premium share percentage as the health benefit plan (see below). WASA members who were enrolled in the district’s health benefits program as of 6/30/18 and who enroll again in the 2018-19 school year will not be charged three (3) of the premium share deductions in 2018-19 (the two deductions in October and the first deduction in November).

Employee Contribution

Annual contributions to the following health benefit plans offered by the Southeastern Pennsylvania Schools Trust (SEPaST) shall be as follows:

<u>Year</u>	<u>IBC 10/20/70</u>	<u>IBC 20/40/70</u>	<u>Keystone HMO</u>	<u>PPO Deductible</u>
2018-19	17%	14%	16%	8%

Cost Containment Provisions

The following provisions are for the purpose of assisting the district in containing the cost of providing medical and other group insurance benefits to its employees and limiting the future increases in these costs:

1. Each employee shall have the right to elect coverage for himself/herself and/or his/her dependents under one district health insurance plan. No employee or dependent shall be entitled to payment of premium, which would result in coverage of that individual under more than one district health insurance plan.
2. Full-time employees who are eligible for medical coverage (single, employee/spouse, employee with child or children, or family) under the district medical plan who are willing to discontinue that coverage during the open enrollment period and provide acceptable proof of coverage under another medical plan shall receive a payment of \$2,500 divided in 26 equal payments to coincide with the regularly scheduled 26 pay periods. The \$2,500 is not eligible to be reported as income for PSERS.
3. Employees who must re-enroll or newly enroll in the district medical plan prior to a full year of disenrollment due to loss of alternative medical coverage or other emergency circumstances may do so, subject only to limitations imposed by the medical insurance plan or carrier, and provided that the employee shall return to the district the pro rata portion of the payment described in paragraph #2 above for that month.

Precise terms and conditions of all group insurance benefits shall be described by the master plan or master contract issued by the carrier.

B. Internal Revenue Code Section 125 Plan

The Board will adopt a flexible spending account plan which will qualify under Section 125 of the Internal Revenue Code of 1986, as amended, and which will be drafted, administered and interpreted in a manner consistent with section 125 of the Internal Revenue Code of 1986, as amended.

C. Term Life Insurance

The district will provide term life insurance equal to two and one-half (2-1/2) times the employee's annual salary rounded to the nearest thousand dollars.

To the extent such coverage is available under the district's Term Life Insurance Plan, an employee who is eligible to receive superannuation, withdrawal, or disability pension from the Pennsylvania School Employees' Retirement System and who has at least seven (7) years of service in the Wissahickon School District may elect to continue in the district's Term Life Insurance Plan. The employee will pay his/her own term life insurance premium at the Wissahickon School District rate if they elect this coverage.

D. Sick Leave

1. It is understood that sick leave is to be used only in instances of actual sickness or for other health related reasons of the administrator.
2. Any unused leave for illness, and illness alone, shall be cumulative from year to year.
3. Number of days:
 - a. Twelve month employees – 12 days yearly credited in advance
 - b. Ten month employees – 10 days yearly credited in advance

E. Long-Term Disability Insurance

The Board will provide Long-Term Disability Insurance Coverage. Eligibility for benefits will commence after the employee has exhausted all available sick leave. The amount of benefits shall not exceed sixty-six and two-thirds percent (66-2/3%) of the employee's salary up to a maximum of Six Thousand Dollars (\$6,000.00) per month. All of the other terms and conditions of said benefits including, but not limited to, the definition of disability and/or the coordination of benefits shall be determined by the insurance carrier in accordance with the insurance policy. Health insurance cost (COBRA) shall be the responsibility of the individual administrator while on disability.

F. Personal Days

WASA members shall be entitled to six (6) days per year as paid personal leave. Unused personal leave may not be carried over into a succeeding year. Personal leave shall be pro-rated for employees who work fewer than twelve months.

G. Vacation

1. Vacation days are allotted to 12-month employees as follows:

<u>Year of Service in WSD</u>	<u>No. of Vacation Days</u>
1 st and 2 nd	20
3 rd and 4 th	21
5 th and 6 th	22
7 th	23
8 th	24
9 th and above	25

2. All vacations are subject to approval by the superintendent. Vacation may not be taken the week before school opens or the week after school closes. At least ten (10) vacation days must be taken during the period from the close of school in June through the next to the last week in August.
3. A total of 35 unused vacation days can be carried over into a fiscal year or into retirement.

An employee who begins the fiscal year with an accumulated number of vacation days that exceeds the allowable carryover amount for the next fiscal year, may purchase up to five (5) such days at their current per diem rate in exchange for surrendering those days. This amount will be paid as a lump sum during July, and will neither become a part of the base salary nor be considered in the calculation of the next year's salary.

Example: If an employee ends the fiscal year with 35 or more vacation days, prior to the new allocation, he/she may purchase up to five (5) days at his/her current per diem rate. If the accumulated number of days does not exceed 35, no reimbursement will be allowed. Specific example: If an employee has 36 days at the end of the fiscal year, he/she may buy up to five (5) days, bringing the accumulation to a total of 31 days.

4. Individuals in their first year of employment will be granted a pro-rated share of vacation days on a monthly basis.
5. Individuals who terminate employment at a time other than the end of the fiscal year will receive a pro-rated share of vacation days based on the number of months worked.

H. Tuition Reimbursement

Tuition for graduate credits in pursuit of a first master's degree that have been pre-approved by the Superintendent shall be paid in full. In addition, courses and seminars that have a bearing on the employee's function in his/her position, or that are required to maintain certification, and that are pre-approved by the Superintendent shall also be paid in full. An administrator who resigns from the District shall not be entitled to tuition reimbursement for courses that he/she took during the 12 months prior to the effective date of his/her resignation, and will therefore be required to reimburse the district, at time of resignation, for any such tuition payments during that time.

All reimbursement will be made upon successful completion of the course (B or better) and upon application accompanied by receipt and grade report (if issued).

NOTE: Any WASA employee in a graduate program of any type as of 6/30/17, that was pre-approved by the Superintendent, shall have all tuition charges for that program reimbursed by the district (subject to the above course completion requirements).

I. Pro-Ration of Benefits

If an administrator leaves the district during the course of the school year, District annuity contribution, vacation leave, sick leave, and personal/special needs days will be pro-rated, and the amount overpaid by the district shall be returned to the district by the employee. Generally, this shall be in the form of a repayment through salary reduction in the last paycheck owed the departing employee.

J. Dental Program

1. The district will provide full family dental coverage for all WASA employees.
2. Provisions of Dental Coverage:
Payment under the program is limited to a maximum of \$1,000 per person for all covered services rendered any calendar year, except for orthodontics, which specifies an \$800 lifetime maximum.

i.	Basic Program	100%
ii.	Rider A (Supplemental Basic)	80-20 UCR Maximum \$1,000
iii.	Rider B (prosthetic)	50-50 UCR Maximum \$1,000
iv.	Rider C (Periodontal)	80-20 UCR Maximum \$1,000
v.	Rider D (Orthodontic for children 18 or under)	50-50 UCR Maximum \$800

K. Vision Program

The District will offer a comprehensive vision care program to all WASA employees, subject to a premium share of 15% per year through mandatory payroll deductions should the employee elect the coverage.

L. Payment at Retirement

Any WASA employee who retires from service and meets the below criteria will be eligible for a lump sum payment based upon either one but not both of the following two options:

OPTION #1: # of years of Wissahickon School District service @ \$90 per year

OR

OPTION #2: Fifty-Dollars (\$50.00) per day of unused sick leave for the first 200 unused sick days, and \$25 for each unused sick day beyond 200 days.

To be eligible for this benefit, the employee must meet the following provisions:

1. He/She must be retiring from a full-time, 10 months or more a year, position.
2. He/She must be eligible to receive superannuation, withdrawal or disability pension from the Pennsylvania School Employees' Retirement System.
3. He/She must have at least seven (7) years of service in the Wissahickon School District including previous subdivisions.
4. This same lump sum payment shall be awarded to the beneficiary, as named in the group life insurance coverage, of an employee who meets the above requirements and who expires while in the employ of the Wissahickon School District.
5. All benefits payable under this section (Section L—"Payment at Retirement"), except those awarded to a beneficiary in the event of employee death as described in Section L (5), and benefits payable for

unused vacation days up to the limits prescribed in Section G above (“Vacation”) shall be made as a non-elective employer contribution to a tax sheltered account that qualifies under Section 403(b) of the Internal Revenue Code. The District shall make contributions into 403(b) accounts established by retirees through a mutually agreed upon third-party administrator, who shall be responsible for administering program.

M. Post-Retirement Health Insurance Benefit

An employee who retires and, in so doing, is eligible to receive superannuation or disability pension or otherwise draw an annuity from the Public School Employees’ Retirement System and who has at least seven (7) years of service in the Wissahickon School District and is at least 55 years old (unless PSERS permits full retirement at an earlier age) shall receive the following:

1. Medical coverage for the employee only under the same terms and conditions existing on the date of retirement for a period of five (5) years following retirement; the district will pay the premium and the retiree shall reimburse the District in the same dollar amount as he/she was contributing to the premium cost on the date of retirement. If a retiree elects not to select the District’s health care benefit, he/she may not re-enroll at a later date.
2. Dental coverage for the employee only under the same terms and conditions existing on the date of retirement for a period of five (5) years following retirement; the district will pay the premium and the retiree shall reimburse the District in the same dollar amount as he/she was contributing to the premium cost on the date of retirement.
3. Medical coverage for the retiree’s spouse may be purchased on the District’s Health Care Plan for a period of ten (10) years, effective with date of the employee’s retirement. The cost for spousal coverage will be paid by the retiree.
4. An individual may purchase individual medical and dental coverage, which was in effect as of the date of retirement or their existing plan, as long as such coverage is available from the insurance carrier, at his/her own expense for an additional period of five (5) years. Should such coverage not be available the retiree may purchase medical and dental coverage currently in effect for WASA members with the carrier’s approval.
5. In the event an administrator dies within the first five (5) years of retirement, the surviving spouse is eligible to receive the remainder of the five (5) year coverage at the single level.

N. Doctoral Recognition

An employee who earns a doctoral degree from a certified college or university while in service to the Wissahickon School District shall be granted one-thousand dollars (\$1,000) by the Board of School Directors in recognition of this achievement and scholarship. The \$1,000 is a one-time amount and shall not be added to base salary.

O. Mileage Reimbursement

Mileage reimbursement for approved use of personal vehicles for school district business shall be in accordance with the prevailing IRS rate for business expense deduction.

P. Annuity

The district shall purchase an individual annuity plan in the amount of \$1,000 plus 2% of annual salary for each WASA member. Each WASA member may designate the plan as a tax sheltered annuity to the extent permitted under the Internal Revenue Code of 1986 as amended and Internal Revenue Service Regulations; a non-tax sheltered annuity; a taxable retirement plan; an annuity plan; or a life insurance plan.

Q. Direct Deposit

All WASA members will be required to participate in the direct deposit program.

R. Summer Hours

This practice will enable an administrative employee to complete the basic forty (40) hour work week requirement in less than five (5) full work days. The traditional work week of five (5) days is compressed into four (4) days by extending the length of the work day during a pre-determined length of time as determined by the Superintendent and/or his/her designee that typically begins in June (at least one full week after school ends) and ends the week prior to New Teacher Induction week in August. A schedule will be prepared and distributed to all administrators who intend to participate in summer work hours. In addition, Administrative employees are required to inform the Superintendent and Personnel Director in June of each year if the administrator intends to participate in the summer work hour program.