

**WARREN COUNTY SCHOOL DISTRICT**

**ADMINISTRATOR EVALUATION**

**AND**

**COMPENSATION PLAN**

**FOR**

**July 1, ~~2013-2014~~-June 30, ~~2015-2017~~**

**ACT 93 ADMINISTRATORS/NON-CERTIFICATED**

**BOARD APPROVED: \_\_\_\_\_**

I. DEFINITION

The terms of this plan shall apply to members of the administrative team defined within the provisions of Act 93, Section 1164 of Article XI of the School Code, who do not hold PA Ed Admin certification.

II. ADMINISTRATOR EVALUATION

Each administrator will participate in two evaluation sessions annually. The first, to be held on or about January 15<sup>th</sup>, will be conducted orally but notes of the session should be retained. On or about May 15 a more formal, written evaluation conference will be held.

III. SALARY RANGE DEVELOPMENT AND ADJUSTMENT

~~Initial salary ranges shall be approved by the School Board. The Board will consider adjusting at conclusion of the current Plan.~~

**Effective July 1, 2014, salaries will be those shown on the attached Exhibit A. As discussed between the District and the Act 93 group representatives, any salary increases for years two and three will be determined by the Board in its discretion on or before July 1 of each new year. The increases will take into account, generally, an employee's years of service, a predetermined market range for the type of position, and an inflationary index determined each year by the Board, in its discretion.**

IV. PLACEMENT ON AND MOVEMENT THROUGH THE SALARY RANGE

Starting Salaries will be determined at the time of hire by recommendation of the superintendent.

V. Evaluation Tools

The following tools will be used in the evaluation process:

A. Administrator Evaluation Report

In Appendix B the administrator Evaluation Report cover sheet is shown. It shall summarize the result of the evaluation, or the State approved model will be used when applicable.

In addition to it, the following should be attached in outline or narrative form:

1. In areas where the employee has exceeded district expectations, specific supporting examples and comments must be cited.
2. If "NEEDS SOME IMPROVEMENT" or "NEEDS MAJOR IMPROVEMENT" is checked, then specific supporting examples and comments are required.

3. Describe those aspects of an individual's work performance which most contribute to or detract from his/her effectiveness.
4. Comment on any pertinent actions and/or discussions which occurred with this employee during the course of the year.
5. Identify specific, prescribed steps to be taken to improve performance. These may result from checking "needs some improvement" or "NEEDS MAJOR IMPROVEMENT" as well as from other observed areas where growth would be helpful and/or challenging.
6. Comment on other pertinent aspects or changes that would benefit the district and/or the individual.
7. Identify present and potential goals for growth.

B. Administrator Activity Review

In Appendix C the Administrator Activity Review is shown. It is to be completed annually by each administrator. However, completion of page two is optional.

VI. FRINGE BENEFITS

A. Benefits

The Board agrees that during the term of this Plan, employees covered by this Plan shall be afforded fringe benefits equal to or greater than those granted between the Warren County School District and the Warren County Education Association. (The specific benefits associated but not specifically listed with this portion of the Plan would include Group Health Benefits; Dental Insurance; Parent Leave; Sabbatical Leave; Military Leave; Jury Leave; Other leaves; and Funeral Leave.

Act 93 employees that qualify for health care coverage may receive an annual \$1,000 buyout if they opt to be covered by a provider plan outside of the WCSD. This does not apply to any employee who may be covered by the district's plan through a spouse or family member.

B. Life Insurance

One hundred percent (100%) of the premium for a \$100,000 term life insurance per the policy plan will be paid by the Board for the life of this Plan. The Act 93 group member has the option to purchase additional insurance, per the policy plan, to a maximum of \$50,000 at his or her cost.

Coverage and benefits of the District plan are more fully explained in the Employee Group Benefits booklet.

C. Vacation

1. 260 day administrators

Years of Service (in PSERS and/or another state retirement system)	Vacation Days
1 - 10	20 days
11 - 24	25 days
25 and over	30 days

In addition, two floating vacation days are also available to administrators. However, these days must be used the week of Christmas break or of July 4<sup>th</sup>. If not used, they may not be carried over. Dates will be determined when the calendar is developed.

Administrators are not to take more than five consecutive days of vacation while school is in session.

Up to five vacation days may be rolled over into the next year, but must be used within 1 month (by August 1<sup>st</sup>). Five unused days may be contributed into administrator's 403(b) account at the per diem rate of the year they were to be used. Five unused days may be converted into sick days. The administrator shall have no cash option to this benefit. Payroll must be notified by June 15<sup>th</sup> of administrator's intentions.

In the event an administrator retires or resigns after July 1, vacation will be prorated.

2. Flex Days (for 220 day administrators)

Administrators working 220 days will work the same 186 days as the teachers with an additional 34 days as determined annually by the district. With the approval of his/her designee principals may substitute up to four (4) scheduled work days for other days.

D. Sick Leave

- A. Thirteen (13) days for 260 day administrators and eleven (11) days for 220 day administrators.

In the event an administrator retires or resigns after July 1, sick leave will be prorated.

E. Holidays

New Year's Day	Thanksgiving Day
Good Friday	Day following Thanksgiving
Memorial Day	First Day of Deer Season
July 3	Day before Christmas
July 4	Christmas Day
July 5	Day after Christmas
Labor Day	

F. Personal Days

1. Personal days for administrative personnel are three (3) days per year, with a maximum accumulation of five (5) days per year.  
  
In the event an administrator retires or resigns after July 1, personal days will be prorated.

G. Retirement

1. Participation in The Pennsylvania State Employees Retirement System.
  - a. Administrators of the District who have served at least ten (10) consecutive years in the District shall upon retirement receive a salary payment equal to the product of \$50.00 times the number of unused accumulated sick days credited to the employee's record.
  - b) Effective July 1, 2013, Administrators who have at least ten (10) years of service in the District, including at least three (3) immediately prior to retirement, shall receive a special one-time payout of \$3,000, payable to sometime during the final semester of employment prior to retirement, so long as the Administrator submits in writing an irrevocable retirement notice 180 days prior to the retirement date. If illness requires retirement, consideration shall be given to payment of the special increment on the basis of the facts in the individual case, as determined by the District administration. This special bonus is a one-time payment and shall not be considered part of the salary for any other purpose, including calculation of the PSERS retirement benefits.

**OPTION 1 –AGE 55,-20 YRS SERVICE, 10 CONSECUTIVE (USE SICK DAYS)**

- Any Administrator who retires from the District and is 55 years old with twenty (20) years of service, at least ten (10) consecutive years of which are in the District, (is entitled to fifty dollars for each unused sick day) may elect to use all or part of such accumulated sick leave to cover medical insurance until he/she attains the age of Medicare eligibility (currently age 65). The retiree will receive their sick day entitlement check from the District. The District will then take the net amount from this entitlement check and divide the net amount by the number of sick days the retiree received. This

amount will be what the employee owes for **each** sick day to the District. They may use their sick days on the basis of the following formula:

For example, if the employee who is retiring is entitled to \$5,000 for accumulating 100 sick days, the net amount he would receive would be \$3,500. (Note: This is only an illustration). This would be the equivalent of \$35 per sick day. If the employee was retiring with 29 years of service within the District and was seeking individual coverage, he would owe the District \$70 per month for that type of coverage. However, the employee also would owe the District an additional \$30 per month since the current PSERS subsidy is \$100 per month.

10-14 years service within the District	4 days per month - Individual
	6 days per month - Emp./Spouse
	8 days per month - Family

15-24 years service within the District	3 days per month - Individual
	5 days per month - Emp./Spouse
	6 days per month - Family

24-29 years service within the District	2 days per month - Individual
	3 days per month - Emp./Spouse
	4 days per month - Family

30+ years service within the District	1 days per month - Individual
	2 days per month - Two-Party +

The employee will be responsible for the net amount paid to the District as described above. However, in no event, will the amount owed to the District be less than the subsidy a retired employee is to receive from PSERS (premium assistance), which is subject to change. Any difference between the monthly net amount paid for sick days and the premium assistance subsidy available to the retiree must be paid one month in advance.

- If an employee elects to use their sick days for medical insurance and do not have enough days to get them to the age of Medicare eligibility, they will be responsible to pay the entire cost of the monthly premium for the additional years if they choose to stay on Warren County School District insurance.

#### **OPTION 2 - AGE 55, 20 YRS SERVICE, 10 CONSECUTIVE (NO SICK DAYS)**

(Sick days not used toward purchase of medical insurance.)

- For employees who retire from the District at the age of 55 or older with twenty (20) years of service, at least ten (10) consecutive years of which are in the District, the Board will pay toward their medical insurance from the time of the employee's retirement until such employee shall attain age of

Medicare eligibility an amount equal to the rate which was in effect on the date of retirement. In the event of future premium increases, the retiree will be required to pay the difference between the Board's share rate in effect on the retiree's retirement date and the new premium effective each renewal year.

For example, if a teacher retires and applies for coverage for him/herself and his/her spouse (Employee/Spouse), and the cost of that coverage is \$900 per month, the Board is responsible for paying \$900 per month until the employee attains the age of Medicare eligibility. The employee is responsible for paying the employee's contribution (currently \$75.00 per month), which is subject to change, and any increases in the monthly cost of coverage over the \$900 which is the Board's share.

***The employee will be responsible for the sum of the employee contribution toward premium (subject to change) and increases to the total cost of health care premium following employees retirement. However in no event will the payment be less than the subsidy for such benefit a retired employee is eligible to receive from PSERS (premium assistance).***

### **OPTION 3 - SUPERANNUATION**

- Administrators who retire from the District on normal superannuation (currently, the member must be age 62 with at least one year of credited service; or, the member must be age 60 with 30 or more years of credited service; or, the member must have 35 years of credited service regardless of age) retiree shall be entitled to continue to participate in group health and dental plans of the District listed, until they attain age of Medicare eligibility by making specific arrangements to pay the entire cost of the premiums to the District one month in advance.

### **OPTION 4 - COBRA**

- All other retirees shall be eligible for COBRA or any subsequent federal health continuation plan that may be in effect at the time of the employee's retirement by making specific arrangements to pay the entire cost of the premiums and any administrative fee.

#### **H. Dues/Membership**

1. Annual Dues for membership in a professional organization, approved by the Superintendent, will be paid by the District.
2. Up to \$1,000,000 of liability insurance coverage can be purchased using dues for administrators.

#### **I. Conferences**

1. All Act 93 personnel will have conferences pre-approved by the appropriate Director and/or the Superintendent.

#### **J. Mileage Reimbursement**

1. The mileage reimbursement for Act 93 personnel will be at the prevailing IRS rate.

K. Tuition Reimbursement

1. Requests to take courses for credit or certification will be submitted to the Superintendent for consideration. There will be a limit of nine (9) credits per fiscal year.
2. Courses must be approved in writing in the case of each employee by the Superintendent or his/her designated representative prior to the beginning date of the course. Prior oral approval shall be acceptable in emergencies if confirmed in writing by the Superintendent. Courses must be related to individual's specific job field.
3. Evidence of successful completion of the course must be presented along with a receipted tuition statement to the Superintendent or his/her designated representative within 30 days of completion. The amount of reimbursement shall be limited to actual tuition charged for credits earned to a maximum rate per credit equal to that charged by the Pennsylvania State University for A's & B's. C's are reimbursed at 75 percent of the actual tuition rate not to exceed 75 percent of the Pennsylvania State rate. No reimbursement shall be paid for a course resulting in a grade below "C."
4. To be eligible for reimbursement, a person must be under full-time annual contract to the district at the time the course work is taken, when reimbursement is requested and when payment is made.
5. There can be no reimbursement of tuition unless the tuition has been paid by the individual, i.e. if attending under a grant, fellowship, scholarship, or similar program wherein tuition is provided, there shall be no reimbursement of tuition by the school district.
6. Professional personnel on medical leave or maternity leave may make a request for tuition reimbursement, which shall be reviewed by Personnel, Athletics and Co-Curricular Activities Committee, who shall make a recommendation to the Board to grant or deny.
7. Professional employees of the school district shall, under regulations governing such payments, be eligible to receive reimbursement of one-half tuition costs and fees for the late registration, when such registration is due to the school district employment requirements.
8. Reimbursement is contingent on the employee providing three (3) years of actual professional service to the District after completion of any course. If an employee is reimbursed and fails to remain employed in the District for three (3) full years after completion of any course, he/she shall be obligated to repay the District for the full amount of the reimbursement. The district may withhold such amount from any payments due the employee.



9. When an administrator leaves the district for any reason other than death or disability including but not limited to alternate employment, retirement, or involuntary severance, he/she agrees to reimburse the district all funds paid by the district on his/her behalf for tuition or tuition reimbursement during the three (3) years immediately preceding his/her last day of employment in the district.

L. Battery Leave Bank

Battery: A violent physical attack that causes injury requiring hospitalization and/or medical treatment. The employee loses work under doctor's orders for recovery.

1. Membership

- a. The Battery Leave Bank is intended for the voluntary use of members of administration. Only participating Battery Leave Bank members may benefit. Battery Leave Bank hereon will be referred to as "Leave Bank".
- b. To become a participating member of the Leave Bank, a member must contribute two (2) sick leave days at the beginning of the project. Appeals to replenish the Leave Bank will be made when the total days fall below 25.
- c. Any member who decides to participate in the Leave Bank after the initial year of the program must donate the total number of sick leave days he/she would have been required to contribute beginning with his/her initial year of eligibility in the program. All donated sick leave days shall be subtracted from the eligible employee's annual sick leave eligibility and accumulated total sick leave days, in that order. Once the sick days have been donated to the Leave Bank, they cannot be withdrawn.

2. Qualifications

- a. Physician's Report: A physician's report describing the individual's injury and including a diagnosis and recovery time shall be forwarded to the Battery Leave Bank Committee Review Board (see page 2) before the employee will be eligible for benefits from the bank. This report will be reviewed every thirty (30) calendar days.
- b. Catastrophic Injury: The Leave Bank is intended to provide additional benefits for members suffering from injuries from an attack on them from anyone while they are performing their duties as an administrator.
- c. Any employee eligible for, or receiving Workmen's Compensation benefits may apply for consideration of Leave Bank benefits. Once eligible, the Leave Bank will

cover only the first five (5) days of the leave, after which time, Workmen's Compensation will apply. Leave Bank days and Workmen's Compensation days may not overlap. No administrator can collect more than their daily salary when using the Bank, Worker's Compensation or a combination of both.

- d. Review Board: All applications for bank benefits shall be reviewed for final approval by the Battery Leave Bank Committee consisting of three (3) administrators appointed by the Act 93 Association, Director of Human Resources, and the Superintendent of his/her designee, or person acting in that capacity.

3. Application Procedures

- a. Application shall be made by directing a request in writing to the Battery Leave Bank Committee Review Board (attention Human Resource Office).
4. Rate of Pay: All bank benefits will be paid at the employee's regular sick leave rate, minus appropriate deductions.
5. Decisions of the Battery Leave Bank Committee Review Board shall be by majority vote thereof and not subject to redress under the School Code.
6. The association shall indemnify and save the district harmless of and from any and all claims, demands, suits or other forms of liability that may arise out of, or be made by reason of, action taken or not taken in connection with any aspect of the Battery Leave Bank Program.
7. At the end of each school year, the Act 93 members serving on the Battery Leave Bank Review Committee shall provide the membership with an accounting of the days used and the days remaining in the Leave Bank.
8. If the Leave Bank is exhausted, regardless of the reason for such exhaustion, the district assumes no liability or responsibility for replenishing the supply.

M. Physicals

- 1. All administrators may have a medical physical every two years. Reimbursement shall not exceed \$100.

N. Released Time

- 1. Administrators holding state or national offices in education related organizations will have five days to attend meetings for the organization with Superintendent approval.

O. Open Positions

1. Administrators are encouraged to send their requests for transfer in writing to the Superintendent by January.



