

**WARREN COUNTY SCHOOL DISTRICT**

**ADMINISTRATOR EVALUATION**

**AND**

**COMPENSATION PLAN**

**FOR**

**July 1, 2018 - June 30, 2019**

**ACT 93 ADMINISTRATORS/CERTIFICATED**

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

1 I. DEFINITION

2  
3 The terms of this plan shall apply to members of the administrative team  
4 defined within the provisions of Act 93, Section 1164.  
5

6 II. ADMINISTRATOR EVALUATION

7  
8 Each administrator will participate in two evaluation sessions  
9 annually. The first, to be held on or about January 15<sup>th</sup>, will be conducted  
10 orally but notes of the session should be retained. On or about May 15 a  
11 more formal, written evaluation conference will be held.  
12

13 III. SALARY RANGE DEVELOPMENT AND ADJUSTMENT

14  
15 Effective July 1, 2018, each administrator's salary will be increased by  
16 2.0% over the salary in effect at the close of the 2017-2018 school year.  
17

18 Upon recommendation from the Superintendent, the School Board may  
19 provide a stipend for any administrator. Such stipend will be provided only  
20 for the single year for which it is approved and must be approved each  
21 year in order to be given for that year. The stipend will be in addition to,  
22 and not a part of, the base salary of each employee and therefore shall not  
23 be included in any calculation of annual raises. In addition, any such  
24 stipend approved by the Board may be removed by the Board at any time,  
25 based on the Board's discretion.  
26

27 IV. PLACEMENT ON AND MOVEMENT THROUGH THE SALARY RANGE

28  
29 Starting salaries will be determined at the time of hire by recommendation  
30 of the superintendent.  
31

32 V. EVALUATION TOOLS

33  
34 The following tools will be used in the evaluation process:  
35

36 A. Administrator Evaluation Report

37  
38 In Appendix B the administrator Evaluation Report cover sheet is  
39 shown. It shall summarize the result of the evaluation, *or the State*  
40 *approved model will be used when applicable.*  
41

42 In addition to it, the following should be attached in outline or  
43 narrative form:  
44

- 45 1. In areas where the employee has exceeded district  
46 expectations, specific supporting examples and comments  
47 must be cited.  
48
- 49 2. If "NEEDS SOME IMPROVEMENT" or "NEEDS MAJOR  
50 IMPROVEMENT" are checked, then specific supporting  
51 examples and comments are required.  
52
- 53 3. Describe those aspects of an individual's work performance  
54 which most contribute to or detract from his/her effectiveness.  
55
- 56 4. Comment on any pertinent actions and/or discussions which  
57 occurred with this employee during the course of the year.  
58

- 1 5. Identify specific, prescribed steps to be taken to improve  
2 performance. These may result from checking “needs some  
3 improvement” or “NEEDS MAJOR IMPROVEMENT” as well as  
4 from other observed areas where growth would be helpful  
5 and/or challenging.  
6
- 7 6. Comment on other pertinent aspects or changes that would  
8 benefit the district and/or the individual.  
9
- 10 7. Identify present and potential goals for growth.  
11

12 B. Administrator Activity Review

13 In Appendix C the Administrator Activity Review is shown. It is to  
14 be completed annually by each administrator. However,  
15 completion of page two is optional.  
16

17  
18 VI. FRINGE BENEFITS

19  
20 A. Benefits

21 The Board agrees that during the term of this Plan, employees covered by  
22 this Plan shall be afforded fringe benefits equal to or greater than those  
23 granted between the Warren County School District and the Warren  
24 County Education Association.  
25 (The specific benefits associated but not specifically listed with this portion  
26 of the Plan would include Group Health Benefits; Dental Insurance; Parent  
27 Leave; Sabbatical Leave; Military Leave; Jury Leave; Other Leaves; and  
28 Funeral Leave.)  
29

30 Act 93 employees that qualify for health care coverage may receive  
31 an annual \$ 1,000 buyout if they opt to be covered by a provider  
32 plan outside of the WCSD. This does not apply to any employee  
33 who may be covered by the district’s plan through a spouse or  
34 family member.  
35

36  
37 B. Life Insurance

38 One hundred percent (100%) of the premium for a \$100,000 term  
39 life insurance per the policy plan will be paid by the Board for the  
40 life of this Plan. The Act 93 group member has the option to  
41 purchase additional insurance, per the policy plan, to a maximum  
42 of \$50,000 at his or her cost.  
43

44 Coverage and benefits of the District plan are more fully explained  
45 in the Employee Group Benefits booklet.  
46  
47  
48

1 C. Vacation

2 1. All 260 Day Administrators

Years of Service (in PSERS and/or another state retirement system)	Vacation Days
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1 - 10	15 days
11 - 24	20 days
25 and over	25 days

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

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

14 Up to five vacation days may be rolled over into the next year,  
15 but must be used within 1 month (by August 1<sup>st</sup>). Five unused  
16 days may be contributed into administrator's 403(b) account  
17 at the per diem rate of the year they were to be used. Five  
18 unused days may be converted into sick days. The  
19 administrator shall have no cash option to this benefit. Payroll  
20 must be notified by June 15<sup>th</sup> of administrator's intentions.  
21  
22

23 In the event an administrator retires *or resigns* after July 1,  
24 vacation will be prorated.  
25  
26

27 2. Flex Days (for 220 day administrators)

28 Administrators working 220 days will work the same 186 days  
29 as the teachers with an additional 34 days as determined  
30 annually by the district. With the approval of his/her designee  
31 principals may substitute up to four (4) scheduled work days  
32 for other days.  
33  
34

35 D. Sick Leave

36 1. Thirteen (13) days for 260 day administrators and eleven (11)  
37 days for 220 day administrators.

38 In the event an administrator retires or resigns after July 1,  
39 sick leave will be prorated.  
40  
41  
42

43 E. Holidays

44 1. For 260 day administrators:

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	

1  
2 F. Personal Days

- 3  
4 1. Personal days for administrative personnel are three (3) days  
5 per year, with a maximum accumulation of five (5) days per  
6 year.  
7

8 In the event an administrator retires or resigns after July 1,  
9 personal days will be prorated.

10 G. Retirement

- 11  
12 1. Participation in the Pennsylvania State Employees Retirement  
13 System.

14  
15 a) Administrators of the District who have served at least  
16 ten (10) consecutive years in the District shall upon  
17 retirement receive a salary payment equal to the product  
18 of \$50.00 times the number of unused accumulated sick  
19 days credited to the employee's record.  
20

21  
22 b) Effective July 1, 2013, Administrators who have at least  
23 ten (10) years of service in the District, including at least  
24 three (3) immediately prior to retirement, shall receive a  
25 special one-time payout of \$3,000, payable to sometime  
26 during the final semester of employment prior to  
27 retirement, so long as the Administrator submits in  
28 writing an irrevocable retirement notice 180 days prior to  
29 the retirement date. If illness requires retirement,  
30 consideration shall be given to payment of the special  
31 increment on the basis of the facts in the individual case,  
32 as determined by the District administration. This special  
33 bonus is a one-time payment and shall not be considered  
34 part of the salary for any other purpose, including  
35 calculation of the PSERS retirement benefits.  
36

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

- 38  
39 • Any Administrator who retires from the District and is  
40 55 years old with twenty (20) years of service, at least  
41 ten (10) consecutive years of which are in the District,  
42 (is entitled to fifty dollars for each unused sick day)  
43 may elect to use all or part of such accumulated sick  
44 leave to cover medical insurance until he/she attains  
45 the age of Medicare eligibility (currently age 65). The  
46 retiree will receive their sick day entitlement check  
47 from the District. The District will then take the net  
48 amount from this entitlement check and divide the net  
49 amount by the number of sick days the retiree  
50 received. This amount will be what the employee owes  
51 for each sick day to the District. They may use their  
52 sick days on the basis of the following formula:

53 For example, if the employee who is retiring is entitled  
54 to \$5,000 for accumulating 100 sick days, the net  
55 amount he would receive would be \$3,500. (Note:  
56 This is only an illustration). This would be the  
57 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

1 difference between the Board's share rate in effect on  
2 the retiree's retirement date and the new premium  
3 effective each renewal year.  
4

5 For example, if a teacher retires and applies for  
6 coverage for him/herself and his/her spouse  
7 (Employee/Spouse), and the cost of that coverage is  
8 \$900 per month, the Board is responsible for paying  
9 \$900 per month until the employee attains the age of  
10 Medicare eligibility. The employee is responsible for  
11 paying the employee's contribution (currently \$75.00  
12 per month), which is subject to change, and any  
13 increases in the monthly cost of coverage over the  
14 \$900 which is the Board's share.  
15

16 *The employee will be responsible for the sum of the employee*  
17 *contribution toward premium (subject to change) and increases*  
18 *to the total cost of health care premium following employee's*  
19 *retirement. However in no event will the payment be less than*  
20 *the subsidy for such benefit a retired employee is eligible to*  
21 *receive from PSERS (premium assistance).*  
22

23 OPTION 3-SUPERANNUATION  
24

- 25 • Administrators who retire from the District on normal  
26 superannuation (currently, the member must be age  
27 62 with at least one year of credited service; or, the  
28 member must be age 60 with 30 or more years of  
29 credited service; or, the member must have 35 years  
30 of credited service regardless of age) retiree shall be  
31 entitled to continue to participate in group health and  
32 dental plans of the District listed, until they attain age  
33 of Medicare eligibility by making specific arrangements  
34 to pay the entire cost of the premiums to the District  
35 one month in advance.  
36

37 OPTION 4- COBRA  
38

- 39 • All other retirees shall be eligible for COBRA or any  
40 subsequent federal health continuation plan that may  
41 be in effect at the time of the employee's retirement by  
42 making specific arrangements to pay the entire cost of  
43 the premiums and any administrative fee.  
44

45 H. Dues/Membership  
46

- 47 1. Annual Dues for membership in a professional organization,  
48 approved by the Superintendent, will be paid by the District. The  
49 dues amount shall not exceed the cost of annual membership to the  
50 NASSP or NAESP. This benefit shall be made available to all Act 93  
51 employees.  
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- 53 2. Up to \$1,000,000 of liability insurance coverage can be  
54 purchased using dues for administrators.  
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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. Each fiscal year the Warren County School District will provide a tuition reimbursement account for Act 93 administrators with a beginning balance equal to sixty (60) credits at the Pennsylvania State University rate. Tuition reimbursement will be paid out of this account on a "first come, first serve" basis with a maximum of 15 credits paid out to any one (1) administrator each fiscal year. Once the monies are exhausted from this account due to tuition payouts, no further monies will be available until the next fiscal year. Any monies remaining in this account at the end of each fiscal year will be reallocated to the general fund. Sequence programs should be submitted prior to starting to review courses and sequence.
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 at the graduate level, be related to school administration, and lead to a certificate, degree or letter of completion.
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

1 reviewed by Personnel, Athletics and Co-Curricular Activities  
2 Committee, who shall make a recommendation to the Board to  
3 grant or deny.  
4

- 5 7. Professional employees of the school district shall, under  
6 regulations governing such payments, be eligible to receive  
7 reimbursement of one-half tuition costs and fees for the late  
8 registration, when such registration is due to the school district  
9 employment requirements.  
10  
11 8. Reimbursement is contingent on the employee providing three  
12 (3) years of actual professional service to the District after  
13 completion of any course. If an employee is reimbursed and  
14 fails to remain employed and on duty in the District for three  
15 (3) full years after completion of any course, he/she shall be  
16 obligated to repay the District for the full amount of the  
17 reimbursement. The district may withhold such amount from  
18 any payments due the employee.  
19  
20 9. When an administrator leaves the district for any reason other  
21 than death or disability including but not limited to alternate  
22 employment, retirement, or involuntary severance, he/she  
23 agrees to reimburse the district all funds paid by the district on  
24 his/her behalf for tuition or tuition reimbursement during the  
25 three (3) years immediately preceding his/her last day of  
26 employment in the district.  
27

28 L. Battery Leave Bank  
29

30 Battery: A violent physical attack that causes injury requiring  
31 hospitalization and/or medical treatment. The employee loses  
32 work under doctor's orders for recovery.  
33

34 1. Membership  
35

- 36 a. The Battery Leave Bank is intended for the voluntary use of  
37 members of administration. Only participating Battery  
38 Leave Bank members may benefit. Battery Leave Bank  
39 hereon will be referred to as "Leave Bank".  
40  
41 b. To become a participating member of the Leave Bank, a  
42 member must contribute two (2) sick leave days at the  
43 beginning of the project. Appeals to replenish the Leave  
44 Bank will be made when the total days fall below 25.  
45  
46 c. Any member who decides to participate in the Leave Bank  
47 after the initial year of the program must donate the total  
48 number of sick leave days he/she would have been required  
49 to contribute beginning with his/her initial year of eligibility  
50 in the program. All donated sick leave days shall be  
51 subtracted from the eligible employee's annual sick leave  
52 eligibility and accumulated total sick leave days, in that  
53 order. Once the sick days have been donated to the Leave  
54 Bank, they cannot be withdrawn.  
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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, Workman's Compensation will apply. Leave Bank days and Workman'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.

