

**NORTH EAST SCHOOL DISTRICT  
ADMINISTRATIVE COMPENSATION PLAN**

**JULY 1, 2018 THROUGH JUNE 30, 2022**

**In Compliance with Pennsylvania School Code Section 1164**

# PHILOSOPHY

The Board of School Directors believes the community has a right to hold high expectations for the performance of its school administrators. The Board also acknowledges that administrators should be recognized and rewarded for outstanding performance.

To that end, the Administrative Performance Evaluation/Compensation Program is designed to achieve the following goals:

- Clearly define the expectations for administrative performance
- Monitor the job performance of administrators
- Provide administrators with regular feedback on job performance
- Systematize the determination of annual pay increases
- Continue to improve administrative effectiveness of the school district

**NORTH EAST SCHOOL DISTRICT**

**2018-2022**

**ADMINISTRATIVE BENEFITS**

The Administrative staff shall include the Principals, Assistant Principals, and Director of Special Education.

**I. INSURANCE BENEFITS**

- A. Eligible employees shall have the same health care and prescription drug, dental care and vision care plan design, as those which prevail from time to time for members of the North East Education Association.
- B. The District shall pay the premium for health insurance and prescription drug coverage for individual, spousal and dependant coverage. The employee shall pay the following monthly contributions through payroll deduction for their respective selected coverage:

Year	Individual	Parent/Child	Husband/Wife	Family
2018-19	\$72.50	\$95.00	\$102.50	\$112.50
2019-20	\$73.76	\$105.00	\$116.26	\$131.26
2020-21	\$75.00	\$115.00	\$130.00	\$150.00
2021-22	\$75.00	\$130.00	\$145.00	\$165.00

- C. The District shall pay the premium for dental insurance coverage for individual and dependent coverage
- D. The District shall pay the premium for vision insurance coverage for individual and dependent coverage:
- E. The North East School District will pay the entire cost of the premium for a \$200,000 life insurance policy with accidental death and dismemberment provision. Administrators with greater than twenty (20) years of service with the District as of June 30, 2018 who retire from the North East School District prior to age 65 shall retain life insurance coverage of \$200,000 until age 65 at no cost to the employee.
- F. Retired employees shall be permitted to retain health care, dental care and vision care insurance coverage as a member of the unit group until age 65 by paying their own premium in accordance with regulations established by the District. Dependents are eligible for insurance coverage (premiums paid by retired employee or dependent) until the retired employee turns age 65 or the dependent turns age 65.

**II. LEAVES OF ABSENCE**

- A. Sick Leave - Employees shall be credited with twelve (12) sick leave days at the beginning of each school year. There is no restriction on the number of days for accumulative sick leave.
- B. Family Medical Leave of Absence - Employees who apply for and are granted a family medical leave of any type by the school board of directors for up to the maximum of twelve (12) weeks must use all personal, vacation, or sick days available to the employee through the district beginning at the onset of the leave and continuing

for the duration of the leave, or until all such available time has been exhausted. Once these days are expended, the remainder of the FMLA leave will be unpaid. During the portion of FMLA leave that is not covered by paid leave entitlements the employee is responsible for remitting to the District any required contribution toward the cost of insurance.

C. Personal Leave of Absence

Each administrator shall be granted three (3) days of unrestricted absence per fiscal year for personal reasons without loss of pay. These days must be taken in whole or half units. Except for emergency situations, no leave shall be granted under this section during the first five (5) pupil days or the last five (5) pupil days in the school calendar. Except for emergency situations, written notice shall be given to the superintendent for approval at least two (2) working days in advance of taking leave. Unused personal days shall be added to accumulated sick leave days at the end of each school year.

D. Vacation and Holidays

Vacation time granted to individuals covered by this agreement may be taken, with the Superintendent's approval, beginning July 1<sup>st</sup> and ending by June 30<sup>th</sup> of the fiscal year. Each administrator will be permitted to carry over a maximum of up to five (5) days of unused vacation days. Any vacation days carried over from the previous year must be used from July 1 up to, but not including, the first day of school of that same year. Any carry over vacation days (as described above) not used by the first day of school in 2018-2019 and subsequent school years shall be paid out at \$300 per day (5 day maximum).

Four (4) weeks of vacation, Christmas vacation and specified holidays will be provided:

Day before New Year's Day	Labor Day
New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving Day
Memorial Day	Day before Christmas Day
Independence Day	Christmas Day

All Administrators with twenty years of service with the North East School District will receive one (1) additional week of vacation totaling five (5) weeks per year. Administrators with twenty-five years of service with the North East School District will receive one (1) additional week of vacation totaling six (6) weeks per year.

### III. RETIREMENT SEVERANCE

Eligible employees who retire directly into PSERS with ten (10) or more years of Administrative Service in this District may convert unused sick days at a rate of \$175.00 per day of unused sick leave. Retirement severance payment will not exceed a maximum of \$52,500.00 and payment must be paid to a qualified Health Reimbursement Account (HRA).

Should a member die while employed in this District and be qualified by having his/her last eight (8) years of service in this District, the severance payment will be a separate check with the member's final check.

**IV. TUITION REIMBURSEMENT**

Administrators may receive tuition reimbursement for appropriate education attainment as determined, approved and conditioned by the Board of School Directors.

**V. CONFERENCES**

In the interest of improving professional capabilities, all employees are encouraged to participate in these programs. The administrative staff will maintain a list of those recurring programs which would be of benefit to the individual and the School District. When approved by the Board or its designee, leave will be granted with full pay. The Board will reimburse the employee for reasonable expenses, including fees, meals, lodging and transportation.

**VI. ORGANIZATION DUES**

Membership dues will be paid for each administrator to State and National education organizations.

**VII. CELLULAR PHONE STIPEND**

The District will provide a cellular phone to each member of the administrative team through a vendor agreement as negotiated by the district's business office. In the event that the administrator declines the district provided cell phone, the administrator will be paid a stipend semi-annually on the 1<sup>st</sup> pay in December and June by separate check. Prior to the payment of the first semi-annual stipend the administrator must submit for review to the Superintendent or his designee the receipt of purchase and the usage contract for their personally owned internet capable cellular phone. For every usage contract purchase or renewal during this agreement such a submission will be made. The monthly rate as of 2017-18 is \$55.00 and may be adjusted annually.

**VIII. COMMUNICATIONS**

Minutes of the School Board meetings, agenda, invoices, treasurer's report, and the cafeteria report will be supplied to each administrator at the same time they are sent to Board members.

To facilitate the exchange of information between the Board and the administrative team, the administrators may request a meeting with the Board whenever they believe it to be necessary.

**IX. ADMINISTRATOR EVALUATIONS:**

Administrators will be evaluated annually by the Superintendent through the use of the evaluation instrument approved by the Pennsylvania Department of Education and the Board. Currently, the evaluation form being used is PDE 82-2 and will be used by the District in this process.

**X. RESPONSIBILITY - SCHOOL DAY**

Administrators covered by this agreement are expected to be available within their buildings/departments prior to the start of the school day and one hour following dismissal of the student population or as deemed necessary by weather conditions either before or after the school day. When out of the office during these times, administrators must be available through the use of their cell phone in the event of an emergency.

**XI. DETERMINATION OF SALARY MID-POINT, RANGES AND INCREASES**

- A. As part of the annual budget development and approval process, the Board of School Directors shall annually establish a Dollar Value Mid-Point determined by “like” positions in Northwest Tri-County Intermediated Unit (IU5) utilizing PDE’s Professional Personnel Individual Staff Report as collected by the annual PIMS October Snapshot submission and the Bureau of Labor and Statistics Northeast Region Consumer Price Index - Urban Wage Earner and Clerical Workers (CPI-W).
- B. As part of the annual budget development and approval process, the Board shall establish the “X” percentage to be used to calculate salary increases.
- C. Provided the employee receives a satisfactory evaluation, the salary increases are determined with the annually approved “X” percentage plus or minus an interval factor. The interval factor is dependent upon where the individual’s salary falls in relationship to his or her respective midpoint as defined in paragraph A.

Performance Rating	<---- 88% Interval/ Increase	89% ----95% Interval/ Increase	96%----104% Interval/ Increase	105%----111% Interval/ Increase	112% ----> Interval/ Increase
Satisfactory	X+2	X+1	X	X-1	X-2
Unsatisfactory	0	0	0	0	0

- D. Salary ranges for each position shall be determined by establishing the minimum at 80% of the mid-point and the maximum at 125% of the mid-point.
- E. Administrative employees who are employed less than one half year prior to the start of a new fiscal year shall not be eligible for a salary increase until they have completed six (6) months of employment.