

ADMINISTRATIVE/SUPERVISORY

COMPENSATION PLAN

January 1, 2018 – June 30, 2020

I. AGREEMENT

This compensation plan is entered into effective January 1, 2018 through June 30, 2020 between the Board of School Directors of the School District of Upper Dublin and the Upper Dublin Administrator and Supervisory Group.

II. RECOGNITION

The Board hereby recognizes the Upper Dublin Administrator and Supervisory Group to include the following positions:

- Director of Curriculum, Instruction, Assessment and Professional Development
- High School Principal
- Elementary Principal
- Middle School Principal
- Director of Pupil Services
- Director of Educational Technology
- Director of Guidance
- High School Associate Principal
- High School Assistant Principal
- Middle School Assistant Principal
- Elementary School Assistant Principal
- Director of Athletics
- Subject Area Coordinators
- Supervisor of Special Education
- Psychologist
- Director of Food Service
- Assistant Business Administrator
- Director of Robbins Park
- Facility and Community Affairs Manager
- Coordinator of Data Quality Integration & Reporting
- Director of Elementary Education
- Behavioral Health Coordinator
- Assistant Director of Human Resources
- Director of Facilities
- Supervisor of Operations
- Director of Transportation
- Network Administrator

III. HEALTH BENEFITS

All benefits will be administered through an IRS Section 125 - Flexible Benefits Plan.

A. HEALTH CARE INSURANCE

1. The School Board will provide a medical plan as provided by the Bucks and Montgomery County Schools Healthcare Consortium or similar plan

in the event the district discontinues membership in the Consortium. The amount the Administrator pays toward the medical plan will be the same contribution teachers make towards their plan as of September 1st of each year beginning with September 1, 2017.

July 1, 2017 - June 30, 2018

- 15.0% of Premium for BMCS POS
- 15.5% of Premium for Choice 2
- 16 % of Premium for Choice 1

July 1, 2018 – June 30, 2019

- 16.5% of Premium-BMCS Open Choice 1
- 16.0% of Premium-BMCS Open Choice 2
- 15.5% of Premium-BMCS POS
- UDEA % of Premium- BMCS Open Choice 3

July 1, 2019 – June 30, 2020

- UDEA % of Premium-BMCS Open Choice 1
- UDEA % of Premium-BMCS Open Choice 2
- UDEA % of Premium-BMCS POS
- UDEA % of Premium-BMCS Open Choice 3

Any plan deductible or other out-of-pocket expenses are the responsibility of the employee and will not be reimbursed by the District.

2. Health Care Waiver

The cost containment payment for full-time employees choosing not to enroll in the District's health plan will be \$168 per month. Any employee who decides not to select one of the District health care plans must provide evidence of alternate health care coverage to receive the payment.

B. PRESCRIPTION

The Board will provide a prescription plan that allows for single, 2 adults, employee and child, employee and children or family coverage. It is a voluntary generic plan. If the employee elects to have the prescription filled with a generic the employee pays \$10.00 and for a name brand drug the employee pays \$20.00. The amount the Administrator pays toward the prescription drug plan will be the same contribution teachers make towards their plan as of September 1st of each year.

July 1, 2017 – June 30, 2018	15.0% of Premium
July 1, 2018 – June 30, 2019	16.0% of Premium
July 1, 2019 – June 30, 2020	UDEA% of Premium

In the event the District changes its membership in prescription consortia, the offered plan(s) of the consortium will supersede the plan described above.

C. DENTAL CARE INSURANCE

The Board will continue to contribute one hundred percent (100%) of single or family coverage (currently Delta Dental) as provided by the Bucks and Montgomery County Schools Healthcare Consortium or similar plan in the event the district discontinues membership in the Consortium

The offered plan(s) of the consortium will supersede the plan described above.

D. VISION

The Board will provide a vision plan for the Administrator and family through Vision Benefits of America or a plan as provided by the Bucks and Montgomery County Schools Healthcare Consortium or similar plan in the event the district discontinues membership in the Consortium.

E. PHYSICAL EXAMINATION

Administrative/Supervisory personnel are entitled to a complete physical examination every two (2) years and will be reimbursed for costs not to exceed two hundred dollars (\$200) beyond medical insurance coverage.

F. LONG TERM DISABILITY INSURANCE

Long Term Disability Insurance is provided in an amount equal to fifty percent (50%) of employee's yearly salary to a maximum of \$7,000/month.

G. TERM LIFE INSURANCE

The Board will continue to provide Term Life Insurance in an amount equal to two times the employee's yearly base salary rounded to the nearest thousand dollars through June 30, 2020. The multiplier will be two and a half (2.5) times the employee's yearly base salary rounded to the nearest thousand dollars capped at \$400,000. The employee must participate in the \$50,000 coverage amount, but has the option to opt-out of the additional 2.5 times salary benefit coverage. If the employee chooses to opt-out a letter must be submitted to Human Resources by June 1st to become effective July 1st.

Additionally, the employee has the option to purchase up to an equal amount of life insurance coverage at the employee's expense. Term Life Insurance is provided in amount of \$10,000 for the spouse and \$ 2,000 for each child.

IV. PROFESSIONAL PROVISIONS

A. WORK SCHEDULES

1. The work schedule will be based upon performance at the highest level of efficiency regardless of hours.
2. Scheduling of additional work days beyond the regular number of 200 and 210 for Administrators/Supervisors will be determined by the District in accordance with the total educational and business needs of the District. Every effort will be made to notify such employees by May 1st of the scheduling of extra workdays commencing July 1st. There will be no payment for extra days worked without written prior approval.
3. Twelve (12) month Administrators/Supervisors will be paid 261 days annually including periods of vacation eligibility and those holidays approved by the Board. This may vary by + or – one day every several years.
4. 200 and 210 day Administrators/Supervisors will work with no vacation or holiday eligibility.
5. Supervisors may participate in extra-duty, extra pay assignments as long as these assignments do not interfere with the duties of the supervisory position.
6. All new Act 93 employees who are required to complete an Induction Program required by the Pennsylvania Department of Education may be required to work the equivalent of five (5) days beyond the regular work year in order to complete the New Staff Member Induction Program.

B. INCLEMENT WEATHER-SCHOOL CLOSURES

1. Twelve-month Administrators and Supervisors
 - a. Administrators and Supervisors are expected to report to work within two hours of regular starting time or may work from home for the full day. The working from home option will only apply to the first 3 closings. Any additional days will be at the discretion of the Superintendent.
 - b. Administrators/Supervisors who are unable to report to work for days beyond the first 3 closings must notify the Human Resources Office, and have the day charged as either a personal day or a vacation day.
 - c. Principals who are unable to report to work must notify the Superintendent's Office.

- d. If the Superintendent instructs Administrators/Supervisors not to report for work due to a temporary emergency, the day will be recorded as a day worked toward meeting contractual obligations.

2. Administrators/Supervisors with less than twelve-month contracts

a. Calendar Days

Administrators/Supervisors will have the option of reporting to work within two hours of the regular starting time for a maximum of the number of snow days built into the student day calendar. Administrators/supervisors also may work from home for the full day for the number of snow days built into the student day calendar. The Administrator/Supervisor may choose to use a personal day or make up the day at a time mutually agreed upon by the employee and their immediate supervisor. If the Superintendent instructs Administrators/Supervisors not to report for work due to a temporary emergency, the day will be recorded as a day worked toward meeting their contractual obligations.

- b. School closings in excess of the snow days built into the student day calendar will be rescheduled as per the Board adopted calendar. Therefore, Administrators/Supervisors who work less than 12-months are not to report when school closings exceed the number of days built into the student day calendar. However, the Administrator/Supervisor may work the day and count it as one of the additional days that 200 and 210 day employees must work.

C. PROFESSIONAL DUES

Administrators/Supervisors will be reimbursed for membership in professional organizations approved by the Superintendent to an amount not to exceed eight hundred dollars (\$800) in one fiscal year.

D. TUITION REFUND PROGRAM

The maximum tuition reimbursement per year (September 1 – August 31) is equal to the cost of nine (9) credits at a Pennsylvania state university. The tuition amount may also be used for registration fees for workshops or conferences approved by the superintendent or his designee.

E. PROTECTION

If an Administrator/Supervisor, while acting in a legal manner within the jurisdiction of his assignment, is complained against or sued, the Board will provide counsel and render all necessary assistance in his or her defense, either through the office of the Solicitor or with the insurance agreement currently in

effect. It shall be the responsibility of the Supervisor to bring any such complaint in writing to the attention of the Superintendent as soon as possible. The time lost by a Supervisor or Administrator in connection with any incident mentioned above shall not be charged against allowable absence eligibility. The District will provide liability insurance up to \$1,000,000 for the Administrative/Supervisory Staff.

F. REIMBURSEMENT FOR TRAVEL EXPENSE

Travel expenses involving use of personal cars will be reimbursed at the rate approved by the IRS.

G. EMPLOYEE DEATH

In the event of death while in service, retirement allowances shall prevail for death benefits to the designated beneficiary (ies). (See Section VI - Retirement Benefits)

H. JOB DESCRIPTIONS

There will be a current job description for each administrative position, which outlines general and specific responsibilities. Any proposed change in the job description of any administrator will be done with prior notification and discussion with the administrator. Nothing in this Plan precludes the District from abolishing or modifying any administrative position referenced in this Plan, if determined by the Board, in its sole discretion, to be in the best interests of the School District subject only to the limitations of the Pennsylvania School Code.

V. LEAVES

- A. SICK DAYS - Twelve (12) month Administrators/Supervisors shall receive twelve (12) sick days a year without loss of pay and shall be permitted to accumulate without limit all unused days.

All other Administrators/Supervisors may accumulate sick days each year as follow:

210 day employees	-	eleven (11)
200 day employees	-	ten and one-half (10.5)

Administrators, other than twelve (12) month personnel, are to use sick days only during the regular school term.

Act 93 employees shall have the right to designate up to their yearly allotment of sick leave (10.5 – 12 days depending upon employee classification above) each year to attend to illness or accidental injury of an employee's "family" member. This designation does not carry over from one year to the next.

Family for purposes of family sick leave is as defined as spouse, child, step-child, parent, step-parent, parent-in-law, grandparent, grandparent-in-law, grandchild, step-grandchild, sibling, or someone that resides in the same household as the administrator/supervisor.

Administrators/Supervisors shall be given a written accounting of their accumulated sick leave days by October 15th of each year.

- B. PERSONAL DAYS - Three (3) personal days will be granted per school year, with approval of the Superintendent or designee, to Administrators/Supervisors who could not have conducted such personal affairs after the normal work day. Unused personal days from the preceding year will be handled as follows: Day 1 will be remunerated at the per diem substitute teacher rate. Any subsequent days will be added to the number of accumulated sick days.
- C. RELIGIOUS HOLIDAYS - Up to two (2) days per school year may be granted for religious holidays when observance prevents the employee from working on said days.
- D. JURY DUTY - Any Administrator/Supervisor who is called for jury duty, upon presentation of a statement from the Clerk of the Courts, shall receive his/her regular pay and will forward his/her jury duty remuneration to the District. Absences under this provision will not be charged to allowable absence eligibility.

E. PROVISIONS FOR LEAVE OF ABSENCE

The Board may grant leaves of absence, without pay and benefits, except as otherwise provided by law, to Supervisors and Administrators for the following reasons:

1. Medical
2. Study in an institution of recognized rank
3. Military leave
4. Family/Medical Leave Act
5. Any other leave deemed appropriate by the Board of Education

Sabbatical Leaves of Absence will be governed by Section 1166 of the School Code, as revised.

F. FAMILY DEATH

Paid leave in the event of death in the immediate family or of a near relative shall apply as follows:

1. Five (5) workdays at any one time for the death of a spouse, child, parent, brother or sister.

2. Three (3) workdays for the death of a mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or any member of the employee's household.
3. One (1) workday for attending the funeral of a niece, nephew, uncle, or aunt.

G. PAID HOLIDAYS FOR 12 MONTH ADMINISTRATORS/SUPERVISORS

Twelve-month Administrators/Supervisors will receive twelve paid holidays as follows:

July 4 th	New Year's Day
Labor Day	Christmas Day
Thanksgiving Day	Good Friday
Day after Thanksgiving Day	Memorial Day

Four (4) additional days will be announced prior to July 1 of each year as paid holidays. The District reserves the right to change the "floating" holidays with reasonable notice.

In the event any of these days become instructional days due to a work stoppage, they will become work days and flexible holidays will be issued to the administrator/supervisor. Approval by the superintendent or designee will be required when scheduling the flexible holidays.

H. PROVISIONS RELATED TO VACATION DAYS

1. Twelve (12) month Administrators/Supervisors who have completed one full fiscal year of service will have accrued twenty-three (23) days of paid vacation. Those with less than one (1) full fiscal year of service will be granted vacation in the next fiscal year on a pro rata basis.
2. Vacation days taken when school is in session must have the prior written approval of the Superintendent or designee.
3. Twelve (12) month Administrators/Supervisors may carry ten (10) days of unused vacation time into the next school year unless additional days are approved by the Superintendent.
4. In cases when the school calendar is adjusted because of emergency conditions, unused vacation days in excess of ten days, may be carried over into the next school year with the written approval of the Superintendent.

VI. Retirement

A. 403(b) Tax Sheltered Annuity Plans for Act 93 Agreement:

The School District of Upper Dublin will provide Act 93 Administrators with an opportunity to supplement their retirement savings through employee paid and district paid contributions to a Tax Sheltered Annuity Program 403(b).

1. Eligible Act 93 Administrators will be required to establish an account with the District Administrator.
2. Act 93 Administrators will continue to have the opportunity to make employee paid contributions to a Tax Sheltered Annuity Program 403(b) on a pre-tax basis.
3. Administrators will receive an employer contribution to the employee's Tax Sheltered Annuity Program 403(b) for every \$1.00 the Administrator contributes beginning January 1st at the following rate:

\$1.00-\$2,000 Employee Contribution matched 100% (\$1.00 for every \$1.00) by the District.

\$2,001-\$3,000 Employee Contribution matched 75% (.75 for every \$1.00) by the District.

\$3,001-\$5,500 Employee Contribution matched 50% (.50 for every \$1.00) by the District.

4. The annual employer contribution limit will be \$4,000 for the time period January 1 – December 31.

The employer contribution will be made to the employee's Tax Sheltered Annuity Program 403(b) account at the time of the employee's bi-weekly paycheck beginning with the first paycheck after January 1st. Such non-elective contribution shall be subject to the contribution limits established by the Internal Revenue Service, shall be compliant with the Internal Revenue Code, and shall be subject to the District's approved Tax Sheltered Annuity Program 403(b) plan document.

In consideration of this benefit, the retiree agrees to work as a per diem substitute providing educational services as established by the Superintendent ("the Educational Services") at no charge for up to (5) days during the first year of retirement. The Educational Services shall be mutually agreed upon between the retiree and the Superintendent including, but not limited to, substitute Principal coverage for District schools, curriculum development, policy and procedure development, strategic planning, and professional staff mentoring, etc. The retiree agrees that their agreement to the nature of the Educational Services cannot be unreasonably withheld. This agreement to perform the Educational Services is subject to the retirees' availability; however, the retiree agrees to be reasonably available to perform the Educational Services when requested. For purposes of this Agreement, a "day" consists of 8 hours. The retiree is required to keep an

accurate record of time spent in performing the Educational Services.

B. MEDICAL

Retirees may continue in the District's Group Medical Healthcare Plan at the employee's expense upon retirement until the employee reaches Medicare eligibility.

C. DENTAL & VISION

Retirees may continue in the District's Group Dental and Vision Plans at the employee's expense upon retirement.

D. PRESCRIPTION CARE INSURANCE

Retirees may continue in the District's Group Prescription Care Insurance at the employee's expense upon retirement.

E. TERM LIFE

Retirees may convert Term Life Insurance at the employee's expense to an individual policy under the conversion provision of the District's life insurance plan.

VII. RETIREMENT PAYMENT

The District shall make a non-elective employer contribution to the employee's Tax Sheltered Annuity Program 403(b) retirement program in an amount equal to the sum of (a) unused sick leave and (b) unused vacation leave as described below. The employee shall receive no cash option. Contributions are limited to Internal Revenue Code Section 415 limits. Excess contributions will be made to the employee's retirement account in the next subsequent year up to the IRC §415 limits.

A. Unused Sick Leave -

1. Individuals hired as Administrators/Supervisors prior to July 1, 1988 will receive payment at the current substitute teacher rate for all sick days accumulated in Upper Dublin School District.

Individuals hired as Administrators/Supervisors after July 1, 1988 will receive payment of \$50.00 per day for all sick days accumulated in Upper Dublin School District prior to appointment as an Administrator/Supervisor and payment at the current substitute teacher rate for all sick days accumulated after appointment as an Administrator/Supervisor in the Upper Dublin School District.

NOTE: No unused sick days transferable from other districts may be used for retirement pay benefits.

B. Unused Vacation –

Because administrators earn vacation days during the first year of employment to be utilized during subsequent years, upon retirement, individuals will receive payment at their current per diem rate for up to twenty-three (23) days for the current school year.

Individuals will receive payment at their current per diem rate for up to ten (10) approved carry-over days.

Individuals will receive payment at seventy percent (70%) of their current per diem rate for an additional forty (40) certified vacation days not utilized in prior years.

Individuals will receive payment at seventy-five percent (75%) of their current per diem rate for up to an additional forty-five (45) certified vacation days not utilized in prior years.

VIII. PERFORMANCE EVALUATION/COMPENSATION PLAN

All Act 93 Employees will receive ½ (50%) of their new base salary January 1, 2018 through June 30, 2018. Thereafter, all Act 93 employees will receive their base salary on a yearly basis of July 1st through June 30th. Thereafter, any increases in salary will be effective July 1st of the new school calendar year.

The Act 93 Salaries will be compared to Act 93 Salaries in the Montgomery County Intermediate Unit School Districts. The salary increases structure for this agreement will be based upon 3 components (Performance, Adjustment and Merit Bonus) at the recommendation of the Superintendent and by approval of the Upper Dublin Board of School Directors:

1. A performance amount added to the current salary of the employee based upon performance during the past year. This amount will be \$0.00 or greater.
2. An adjustment amount the Superintendent believes is necessary to keep Act 93 salaries competitive with neighboring Montgomery County Intermediate Unit School Districts. This amount will be \$0.00 or greater.
3. A Non-recurring Merit Bonus the Superintendent believes is warranted for service above and beyond expectations. This amount WILL NOT be added to the base salary of the employee and will be treated as a one-time non-recurring bonus payable in January 2018 and then will be awarded in July for the following years: 2018, 2019, 2020. This amount will be \$0.00 or greater.

All Act 93 members will have their preliminary evaluations completed by July 1st of each year so that an evaluation can be produced. Once Student Achievement Scores are received in the fall, the scores will be added to the evaluations to make them final.

The Pennsylvania Department of Education recommended Evaluation Instrument for Principals, Assistant Principals and others for whom it is intended will be utilized. Other positions will be evaluated using appropriate instruments relevant to their area of responsibility until a PDE recommended instrument is created.