

WILLIAMSPORT AREA SCHOOL DISTRICT

ADMINISTRATIVE COMPENSATION PLAN

ACT 93

~~2014-2015 through 2016-2017~~2017-18 through 2019-20

The Williamsport Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disability Act of 1990.

For information regarding civil rights or grievance procedures, services, activities and facilities that are accessible to and useable by handicapped individuals contact:

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WILLIAMSPORT AREA SCHOOL DISTRICT

ADMINISTRATIVE COMPENSATION PLAN

~~2014-2015, 2015-2016, 2016-2017~~2017-2018, 2018-2019, 2019-20

1. Introduction

Act 93 of 1984, added §1164 to Article XI of the Public School Code of 1949, as amended. The statute requires that a written commitment on the compensation system and fringe benefits be made available to supervisory and middle management personnel and that the commitment be maintained for a stated period. The statute provides a process for school boards and administrators to critically examine compensation issues and to discuss salary levels and fringe benefits within the management team philosophy.

The Act does not require that the parties execute signed agreements concerning salaries and fringe benefits. Act 93 recognizes the sole authority of school boards to establish the salaries and benefits of their administrative employees. Section 1164(c) provides that upon receipt of a written request from a majority of eligible school administrators, the school employer shall “meet and discuss in good faith” with the administrators prior to adopting the compensation plan.

Section 1164 requires three elements in the plan and permits, at the discretion of the Board, additional items. The three required items are:

- A. A description of the program determining salaries. For example, this could include the evaluation system used to arrive at individual salaries, or a statement as to the formula used to arrive at general percentage increases, or a statement referencing the increase levels to a Board-determined amount reached during the budgetary process.
- B. Salary amounts or a salary schedule. This section requires enough description so that salaries are actually listed or that an individual salary can be specifically determined on a stated scale.
- C. A listing of fringe benefits. The Act envisions that the health care package, vacation, holidays, paid and unpaid leave provisions, severance benefits, and all the other insurance or other types of fringe benefits will be specifically stated.

Act 93 indicates that school employers and school administrators continue to be subject to the “Public Employee Anti-Strike”, 43 P.S. §2151. The statute, enacted in 1947, prohibits strikes, but provides for a mechanism to review “grievances” by establishing on an ad hoc basis three member fact-finding panels to review grievances, make findings, and report those findings to the school employer for consideration. The Pennsylvania Department of Education has the statutory responsibility to appoint a third “neutral” member to the fact-finding panel in school disputes.

2. Management Team

Act 93 excludes from its coverage the employer's highest ranking employees: the superintendent, the assistant superintendent, the business administrator, and the director of human resources.

The employees included within the Act 93 definition of "school administrator" are those below the key administrator rank and include first-level supervisors who are not already included in a bargaining unit organized under **PERA (Act 195)**. In addition to "professional" positions, the definition also includes management positions in "classified" activities.

The Board of School Directors has the exclusive right to control the organizational chart and all other matters of staffing and assignment. The following list of positions shall not be construed to obligate the District to fill any such position which may become vacant or to establish new positions.

The positions in the Williamsport Area School District, which are included within the Act 93 definition of "school administrator" are shown on Appendix A.

3. Salary Determination

The list included on Appendix A of this document includes each position that is covered by this Plan and the salary band for the position. It is understood that the District has the sole right to determine salaries for new employees subject to, but not limited to, such criteria as education, experience, changed position requirements, etc.; and said salary may be lower than that paid to an administrator in a comparable position for that year. During the years that this Plan is in effect, compensation increases shall be made in accordance with the following, provided that the administrator in question has received at least a satisfactory evaluation for the previous year. Administrators who are not receiving the maximum salary for their position shall receive a salary increase of ~~22%~~. ~~If the application of that 2% increase would cause the administrator's salary to exceed the maximum salary for the position, the salary will be adjusted to the band maximum, and the administrator shall receive a bonus (not to be considered part of the salary) equal to 1% of the administrator's new salary or \$1,000.00, whichever is less.~~ Administrators who are receiving the maximum salary shall receive a salary increase of ~~\$500.00~~ 1% ~~and shall also receive a bonus (not to be considered part of the salary) equal to 1% of the administrator's new salary or \$1,000.00, whichever is less.~~

4. Evaluation

The evaluation process for administrators is described in Board Policy #313. The Superintendent shall be responsible for evaluating the performance of administrators. The Superintendent may designate one or more persons to assist with the evaluations. The evaluations shall be completed each year by ~~June~~ November 30. Each administrator shall receive his/her evaluation in an evaluation conference; and an opportunity shall be provided for discussion. The evaluation shall be based upon the performance of each administrator with respect to his/her ability to meet the

responsibilities noted in the job description for each position. Evaluation tools utilized by the Superintendent will be reflected in the Evaluation Criteria outlined in Section 5 of this plan in conjunction with forms required by the Pennsylvania Department of Education (PDE) for appropriate certificated administrative positions.

5. Fringe Benefits

The School Board may, from time to time, establish, authorize, or otherwise cause to be provided for any group of or for all employees of the School District, fringe benefits such as, but not limited to, the following. For the purpose of the plan, a regular full-time administrator shall be defined as one who is regularly engaged five (5) hours or more each school day (not to include employment intended to continue for less than three (3) consecutive months). The fringe benefits described herein shall be the entitlement of such full-time employees, but shall not be paid to part-time employees except where specifically authorized.

A. **Public School Employees Retirement**
The retirement plan shall be provided in accordance with the Public School Employees Retirement System. Part-time administrators shall be enrolled.

B. **FICA: Social Security**

C. **Medical Insurance**
The District shall continue to provide through ~~2016-2017~~2019-20, the full premium (deposit) for the least expensive health care coverage offered to administrators District-wide. Under no circumstances will the benefits offered (excluding employee co-pay through payroll) be less than that provided to members of the Williamsport Education Association. Administrators shall pay the same employee contribution for healthcare coverage as that contributed by members of the Williamsport Education Association (WEA) for each year of this plan. If an administrator is married to another District employee, only one of them (the one with the higher compensation) shall be required to pay an employee contribution for medical insurance. Payments shall be eligible to be processed through the Section 125 plan. The District reserves the right to implement plan adjustments, as necessary to insure the financial credibility of the plan. Such adjustments shall not result in benefits less than the benefits provided to WEA members.

If, at any time, the premium for any District plan will exceed the threshold amount as stated in the current federal Health Care Reform Act, or as stated in any applicable federal or state legislation enacted hereafter, so as to subject such a plan to a tax or fee, the plan will either be modified so as to reduce the premium below the threshold amount or eliminated as a plan option in its entirety in the year prior to the year in which such tax shall be applicable. If such plan is not modified or eliminated, and such tax or fee is imposed upon the District either directly or indirectly, all administrators

who enroll in that plan shall pay the entire amount of the tax or fee imposed upon the District relative to the total premium so as to pay the difference, in addition to the employee contribution.

As an example:

The employee benefit premium: \$15,000

Employee's premium contribution: \$1,500 ($\$15,000 \times 10\%$)

"Cadillac Tax" threshold: \$10,000

Amount Subject to Penalty: $\$15,000 - \$10,000 = \$5,000$

Cadillac Tax Penalty: $\$5,000 \times 40\% = \$2,000$

Total Employee Contribution: \$1,500 base contribution + \$2,000 Cadillac Tax Penalty = \$3,500

Any administrator who is paid a salary and utilizes healthcare coverage provided by the District shall contribute through payroll deductions (as referenced above).

The health insurance benefit currently provided is as follows:

The District will make available to each administrator, a health insurance plan through the Lycoming County Insurance Consortium (LCIC). The administrator may elect to cover eligible dependents and domestic partners. The initial plan is a qualified high deductible PPO plan (QCDHP-1) which thereafter shall have deductibles as per the IRS minimums for a QHDP .

Benefit changes are regularly made by insurance carriers to conform to regulatory guidelines, to address the availability of new procedures, and to implement carrier-wide plan design changes. The terms of coverage within a particular plan are solely within the discretion of the appointed carrier, and those terms will be accepted as they may be changed. The District's liability is limited to the payment of premiums.

For the term of this Plan, each administrator shall contribute 25% of the monthly premium. The District will contribute 75% of the monthly premium. The monthly premium is based on the level of coverage elected by the administrator.

All administrators afforded health insurance are required to make a bi-weekly employee contribution through payroll deduction. If both the administrator and spouse are employees of the District, family coverage will be purchased for one plan only, for the employee with higher compensation, and only that employee will be responsible for the bi-weekly employee contribution.

The Williamsport Area School District will establish a Health Savings Account (HSA) for administrators who are eligible and elect to receive health insurance benefits. The District will contribute ½ of the maximum IRS annual deductible. ~~In 2014, the maximum annual IRS deductible is set at \$1,250 for self-only coverage and \$2,500 for other coverage levels. In 2015, the maximum annual IRS deductible is set at \$1,300 for self-only coverage and \$2,600 for other coverage levels.~~ The District contribution to the administrator's HSA will be made in equal installments on September 1st and February 1st of each year.

The Williamsport Area School District reserves the right to provide health insurance benefits through the Lycoming County Insurance Consortium (LCIC) or any other health care provider, so long as the benefits are equal to those currently provided. The District will also accept any changes made to plan designs as determined by the LCIC. If the LCIC eliminates any plan that is currently being offered to administrators or retirees, such plan will no longer be made available to active administrators or retirees. Administrators or retirees in such plans will have to enroll in a plan that is offered by the District.

D. The District shall pay the full premium for dental insurance for the employee and his/her dependents. The plan and coverage limits shall be reviewed periodically by the Board and adjustments made accordingly.

E. Life Insurance

The District shall pay the total premium cost of an amount of insurance equal to 1.5 times the salary of the administrator, taken to the nearest multiple of \$1,000 (not to exceed \$200,000).

F. Life Insurance for Retired Administrators

For Administrators retiring on or after July 1, 2006, the District shall continue to pay the total premium cost for a life insurance policy in an amount of insurance equal to 1.5 times the final salary (not to exceed \$200,000) for the administrator for a period of five (5) years after his/her effective date of retirement or until age 70 is attained, whichever occurs first, provided the administrator has completed five (5) years of satisfactory service with the District in an administrative position.

G. Health Insurance Premium: Retired Administrators

For administrators who have provided a minimum of twenty-five years of service in Pennsylvania public schools and seven (7) years of satisfactory

service to the Williamsport Area School District as an [administrator employee](#), and who submits to the Superintendent an irrevocable written notice of retirement before December 31 of each year, the District shall pay the full premium (or deposit) not to exceed the current premium (or deposit) rate for the individual administrator (retiree) only to provide health insurance benefits equal to, but do not exceed those benefits provided to WEA retirees. This benefit shall also be made available to an administrator with less than 25 years of service if he/she qualifies for retirement with no penalty through the Public School Employees' Retirement System (PSERS). Retired administrators, who retire under this plan shall contribute (reimburse) at the same monthly rate as WEA retirees for continued individual healthcare coverage (at a rate not less than the amount reimbursed by PSERS). This benefit will be provided for personnel who retire before reaching eligibility for Medicare and/or Medicaid and until such time as the retired administrator reaches eligibility for Medicare and/or Medicaid or becomes eligible for coverage under any other plan, public or private, but for a maximum of ten (10) years. Retired administrators under this plan may, at their option, include spousal coverage/participation in the District's plan at their own expense until such time as the spouse reaches eligibility for Medicare and/or Medicaid or becomes eligible for coverage under any other plan, public or private. Under no circumstances shall a spouse be eligible for continued healthcare coverage under the District plan when the retired administrator is no longer eligible for coverage, except as provided under COBRA or any other appropriate federal or state law.

The benefit for qualifying retirees currently is as follows:

The District will make available to retirees the same health insurance plan that is offered to active administrators except the District shall have no obligation to make any contribution to an HSA account for retirees similar to active administrators. To be eligible to receive continued health insurance in retirement, administrators must meet the qualifications stated above. The retiree will continue to have the same health insurance plan they had as an active employee and will continue coverage under the same plan until the plan is no longer available, the retiree is no longer eligible for coverage, or the retiree otherwise terminates coverage. Retiree coverage will continue only for so long as the retiree is not eligible for any other health insurance coverage either through another employer, the retiree's spouse or through any type of private or public plan including Medicare. Such Health Insurance Program shall be for the retiree only. The retiree shall pay to the District 25% of the monthly premium for individual coverage. The retiree shall pay the full amount for any dependent coverage. Such payment shall be made to the District, by the 20th of the month preceding the month for which coverage will be submitted, e.g., the retiree payment for April coverage shall be submitted to the District by March 20th. If the retiree fails to pay such amount to the District in the manner

prescribed above, his/her coverage, after written notice from the District will terminate.

H. Long Term Disability (Income Protection)

The District shall pay the total premium cost to provide benefits in an amount equal to sixty percent (60%) of monthly earnings to age 70 for disability due to injury or sickness. Such benefits shall begin sixty (60) days after the disability shall be incurred, then upon cessation of salary.

I. Sick Leave

- i. Sick leave shall be granted to employees according to their work year:

245-day employee	12 days per year
220-day employee	11 days per year
205-day employee	11 days per year
200-day employee	10 days per year

- ii. In any school year, when an employee is prevented by illness or accidental injury from performing assigned duties, the School District shall pay such employee for each day of absence the full salary to which the employee may be entitled as if such employee were actually engaged in the performance of assigned duties, provided that sick leave shall not be paid because of accidental injury incurred while the employee may have been engaged in remunerative work unrelated to School District duties.

Any administrator absent due to illness or injury in excess of three (3) consecutive working days shall present a written physician's verification, on the physician's stationery, within a reasonable period following the return to work. Any administrator absent due to illness or injury for three (3) or fewer consecutive working days shall present such written physician's statement when so requested.

Up to 5 sick days per year may be used by an administrator for illness within the administrator's immediate family, as defined in § 1154 of the School Code.

- iii. Unused sick leave shall be cumulative from year to year in the School District, without limitation, and all or any part of such accumulated sick leave may be taken with full pay in any one or more years, provided that a physician's verification is submitted.
- iv. Any administrator who has completed five (5) or more years of satisfactory service with the Williamsport Area School District in an

administrative position and who submits to the Superintendent an irrevocable written notice of his/her retirement no later than six (6) months prior to the effective date of his/her retirement, will be eligible to receive payment in the amount of ~~seventy-five~~one-hundred (~~\$75.00~~100.00) per day for each unused, accumulated sick day, up to a maximum of 200 days.

J. Death Leave

When any administrator shall be absent from duty because of a death in the immediate family, as defined in §1154 of the School Code, there shall be no deduction from the salary of such administrator for any absence not in excess of five (5) days; such five days may be taken in any number immediately following the occurrence of death; provided, however, that if such absence shall be incurred in anticipation of death and death does not occur, such employee shall not be entitled to benefits hereunder. For the purpose of this subsection, members of the immediate family shall be defined as: father, mother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who may reside in the same household or any other person with whom the employee may have made his/her home. A near relative shall be defined as: first cousin, grandparent, grandchild, grandparent-in-law, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, aunt-in-law or uncle-in-law.

- i. When an employee shall be absent from duty because of the death of a near relative, there shall be no deduction from the salary of such employee for absence on the day of the funeral; provided, however, that such period of absence may be extended, without loss of salary, for one additional day when conditions of travel to a distant city for the funeral, or other related emergencies as may be determined by the Superintendent, may justify such extension.

K. Personal Leave

The School District shall provide paid leave up to a maximum of three (3) days in any school year for administrative personnel, who may be required to be absent from duty for personal reasons, other than reasons covered by sick leave or death leave. Use of personal days must be approved by the administrator's Supervisor after prior notification (24 hours before requested day), except for emergency situations as approved by the Supervisor. Up to two days may be carried over into the following year, not to exceed a total of five (5) days in any one year. Unused personal days (beyond five (5)) will be converted to sick days).

L. Military Leave

- i. Leave of absence for active military duty shall be granted by the School District in accordance with appropriate provisions of the School Code. During the period of military leave, the salary of the employee shall be terminated; provided, however, that contributions to the Public School Employee's Retirement System shall be assumed by the School District, that the period of military leave shall apply toward seniority rights and eligibility for sabbatical leave, and the accrual of salary increments and contractual status shall continue as if the employee had continued in the service of the School District and that the School District shall continue the employee's enrollment in the insurance programs of the School District.
- ii. Leave of absence shall also be granted for temporary military service, not to exceed fifteen (15) days without loss of salary. Upon presentation of official orders for such temporary military duty, the Superintendent shall authorize use of proper substitutes.

M. Child Rearing Leave

Unpaid Child Rearing Leave shall be granted to any employee who may be absent from duty due to pregnancy, childbirth or adoption as provided by the Family and Medical Leave Act (FMLA) of 1993 amended. Employees granted a maternity leave of absence may be absent for such period of time as the employee's physician may certify to be necessary. In the event of the granting of such leave of absence and the death of the child prior to the expiration of such leave, the employee may be permitted to return to work after the death of the child and upon written notice to the Superintendent of the intention to so return. Employees desiring to return to work from maternity leave shall be required to pass a medical examination as required of any person entering the employ of the School District.

N. Jury Duty

When an administrator shall have been called for jury duty or shall have been required to attend a trial in court, a subpoena having been duly issued, the School District shall pay the administrator's regular salary due him/her, provided such payment for jury duty does not exceed \$25.00 per day for jury duty.

O. Graduation Leave

Any full-time administrator shall be granted leave of absence for one day without loss of salary for the purpose of attending commencement exercises of a child graduating from college.

P. Sabbatical Leave

Sabbatical leave will be granted in accordance with the Pennsylvania School Code.

Q. Vacation Leave

i. Leave of absence for purposes of vacation for twelve-month administrative personnel shall be twenty (20) working days. Administrators must provide forty-eight (48) hours prior notice to his/her direct Supervisor before scheduling vacation days. Up to seven (7) days of such vacation may be used during periods when school is in session, but not more than two (2) consecutive days at any one time, except with prior written approval of the Superintendent.

ii. Administrative personnel on eleven-month (225 day) contracts shall be entitled to five (5) days' vacation during the term of such contract and may not use more than two (2) consecutive days at any one time during periods when school is in session, except with prior written approval of Superintendent.

Vacation leave may be used by administrative personnel during the summer from one week after the school term ends to one week before the new school term begins; provided that all responsibilities and reporting requirements of the administrator's job are completed in a satisfactory manner. The Superintendent shall require submission of vacation dates to permit preparation of a district wide schedule.

iii. To qualify for vacation leave, an administrator shall have been an employee July 1, of the preceding year; provided, however, that less than one year of service, if such service began prior to January 1, shall merit vacation in proportion to time employed.

iv. Unused vacation leave due to an administrator shall be cumulative from year to year in the Williamsport Area School District, up to a maximum of twenty (20) days, exclusive of any current year's credit; provided, however, that no more than five (5) such carry-over

vacation days may be taken off work in any one work year, except with prior written approval of the Superintendent.

- v. An administrator will be eligible to receive payment at the amount equal to his/her per diem rate (not to exceed ~~\$150.00~~175.00 per day) up to a maximum of ten (10) days for unused vacation days beyond twenty (20) for the current year, as calculated on June 30 of each year. Such payment for vacation days shall be requested (on a form provided by the Human Resources Office) before July 30, of the following year.
- vi. Personnel whose employment terminates (or employee's estate in the event of death) shall receive all vacation time, at his/her per diem rate for the current year's credit as well as carry-over time not exceeding the twenty (20) days carry-over maximum, plus payment for a maximum of ten (10) days beyond the current twenty (20) days accumulation at his/her per diem (not to exceed ~~\$150.00~~175.00 per day), to which the administrator is entitled at the time of termination. Such entitlement shall include a prorated vacation for the fiscal year in which employment terminates. In the event of death, a cash payment equal to the amount of unused vacation shall be made to the employee's estate. The maximum number of unused vacation days for which an administrator or his/her estate shall be reimbursed shall not exceed forty (40) days at his/her per diem plus payment for accumulated vacation days beyond twenty (20) days for the current year (not to exceed ~~\$150.00~~175.00 per day for a maximum of ten (10) days. Total maximum payment shall not exceed forty (40) days at per diem, plus ten (10) days at per diem (not to exceed ~~\$150.00~~175.00 per day).

R. Credit Reimbursement

Administrators who continue college or university education programs shall be subsidized at a rate not to exceed \$1,000.00 per credit for the term of this plan or the actual tuition amount, whichever is less. Administrators must apply for educators' discounts when provided by the university or college. If the university or college provides such discounts, and the administrator did not apply, the District shall reimburse at the discounted rate per credit or \$1,000.00 per credit, whichever is less. Payment for such credit shall be made directly to the university or college that agrees to bill the District. If the university or college does not agree to bill the District, then the administrator shall be reimbursed according to the rate stated above, with noted stipulations. The courses to be taken under this section must be pre-approved by the Superintendent as related to the employee's professional assignment and must be taken without benefit of other scholarship subsidy. The District will subsidize/reimburse the administrators for a maximum of

twelve (12) credits in any given year. Credits completed in accordance with this policy which exceeds twelve (12) in a given school year shall be paid in the following year.

Any administrator who has been subsidized for credits and who receives a grade less than “C” or its numerical equivalent in a course, shall have deducted from his or her pay the amount of the subsidy payment, total amount to be deducted within one year. The administrator shall present a transcript showing evidence that the course was completed satisfactorily with a grade of at least “C” or its numerical equivalent.

Any administrator who does not work three full fiscal years (July 1 through June 30) beyond the year in which he/she last benefited from credit payments by the District for graduate course work shall reimburse the District for the cost of the credits for those years in accordance with the following: *i.e.* an administrator who ceases to work for the District within one year shall repay 100% of the subsidy/reimbursement paid by the District; ii. an administrator who ceases to work for the District within two years shall repay 75% of the subsidy/reimbursement paid by the District; iii. an administrator who ceases to work for the District within three years shall repay 50% of the subsidy/reimbursement paid by the District. A deduction will be taken from the administrator’s final pay check and the remainder, if any, will be paid to the District by the administrator.

Subsidy shall not be paid to any administrator whose performance is not at least satisfactory. Subsidy shall not be paid to any administrator who is teaching the course for which credit is sought.

S. Stipends for Designated Graduate Degrees

- i. Administrators employed as of June 30, 2014–2017 who are receiving a stipend based upon graduate degrees or credits but who have not received doctoral degrees shall continue to receive those stipends. Stipends for administrators not receiving such stipends or who are hired in the future shall be limited to stipends for attaining doctoral degrees. Administrators who have earned doctoral degrees shall receive a \$1,000.00 stipend. Stipends will be paid in the current year on the basis of relevant course work or a degree having been completed and requisite documentation having been submitted prior to July 1, of that current year.
- ii. The base salary of administrative personnel in “classified” positions shall be adjusted upward by an increment of \$600.00 for completion of a master’s degree. Classified positions are those that do not require professional certificates issued by the Pennsylvania Department of Education.

T. Mileage Reimbursement

Mileage reimbursement shall be paid to any employee who may be required to use a personal vehicle on authorized school business.

Payment shall be at the rate established by the Internal Revenue Service (IRS) for business travel. The IRS rate shall be effective at the beginning of the semester following publication of the rate.

U. Payroll Deduction Programs

Upon receipt of a written request from any employee, the School District shall deduct from the pay of such employee the following items: premiums to Educators Mutual Insurance Company for health and accident insurance, payments to the Williamsport Teachers Credit Union, contributions to the Lycoming United Way, purchase of U.S. Savings Bonds, payments to a selected IRA or mutual funds designated as "selected" tax sheltered annuities (one for which a minimum of ten (10) employees have authorized salary reduction agreements).

V. Professional Dues

The School District shall pay the cost of dues to professional education organizations up to \$700.00 annually. The School District will pay for additional membership dues in those organizations that may provide additional benefits or service to the District. Approval for payment of additional dues for the WASA group shall be at the discretion of the Superintendent or his/her designee.

Effective July, 2000, the District shall not pay dues for the administrator to any organization which represents members of any employee collective bargaining unit who are supervised by that administrator. Payments by the School District shall be made upon submission of a "Request for Payment" approved by the appropriate supervisor.

W. Travel Expenses

The Business Administrator shall establish a system for the reimbursement of travel expenses for all persons traveling on School District business both within and without the District, to include:

- i. procedures for the use of expense vouchers
- ii. details on the requirements of supporting receipts as necessary
- iii. provisions for cash advances in the event expenses of an employee expected to be unusually large so as to constitute a financial hardship on the employee.

All persons traveling at School District expense are expected to exercise the same economy as a prudent person traveling on personal business. Reimbursement for official travel shall be limited to actual and necessary expenses. All travel expense vouchers shall be subject to audit, to include a review of the propriety of the expense for which reimbursement may be requested.

X. Conferences

A district wide account shall be established. Expenditures of the funds shall require the prior approval of the Superintendent and Board of School Directors. Administrators may apply to the Superintendent for permission to attend the conference of their choice. Along with the request for permission, administrators should submit supporting information about the conference to include costs associated with attendance at such.

Y. Legal Representation

The Board shall pay for the cost of representation for administrators who are defendants or witnesses in lawsuits resulting from the discharge of their official responsibilities in the Williamsport Area School District. Time required as a witness or defendant in any such lawsuit shall be considered as time on the job.

Z. Assault or Accident

An employee covered by this plan who suffers a compensable injury while in the employment of the Williamsport Area School District and which accident arose out of his/her duties as an employee of the District shall be eligible for benefits as provided under the District's Workers' Compensation Plan and/or disability benefits.

AA. The District will reimburse each eligible administrator under the age of 45 years, up to two hundred (\$200) dollars every other year for the cost of an annual physical examination completed by a licensed medical doctor. Administrators who are 45 years of age or older will be reimbursed up to two hundred (\$200) yearly for the cost of an annual physical examination completed by a licensed medical doctor. Payments by the District shall be made upon submission of a "Request for Payment" with an attached receipt.