

State College Area School District

Administrative Compensation Plan for Administrators

2024/25 through 2028/29

**Assistant Business Administrator
Assistant Director of Athletics
Assistant Director of Special Education
Assistant Principals
Associate High School Principal
Director of Athletics
Director of the Career and Technical Center
Director of Educational Alternatives
Director of Equity and Inclusivity
Director of Food Service
Director of MTSS and Intervention Supports
Director of Physical Plant
Director of Special Education
Director of Student Services
Director of Transportation
Director of Technology
Principals
Supervisor of Curriculum and Instruction**

PLAN FOR EVALUATION, COMPENSATION, AND BENEFITS

INTRODUCTION

Act 93 of 1984, provides “a means by which compensation matters affecting school Administrators can be resolved within the framework of a management team philosophy.”

This document is the framework for use by the District Administrators named in the section “Agreement and Terms” to accomplish the purpose of Act 93.

AGREEMENT AND TERMS

This Agreement shall be between the State College Area Board of School Directors and the Administrators as determined by Act 93 of 1984. Administrators covered by this document are:

Assistant Business Administrator
Assistant Director of Athletics
Assistant Director of Special Education
Assistant Principals
Associate High School Principal
Director of Athletics
Director of the Career and Technical Center
Director of Educational Alternatives
Director of Equity and Inclusivity
Director of Food Service
Director of MTSS and Intervention Supports
Director of Physical Plant
Director of Special Education
Director of Student Services
Director of Transportation
Director of Technology
Principals
Supervisor of Curriculum and Instruction

The term of this agreement is from July 1, 2024 through June 30, 2029, except as noted below.

MEET & DISCUSS

If a majority of the eligible school Administrators provide a written request to the Board, then the Board shall “meet and discuss in good faith” with the Administrators on such matters as salaries, fringe benefits, and performance evaluation. Both groups may select a representative group to attend the “meet and discuss.”

An informal Meet & Discuss procedure will be used to identify and research longer-term issues preceding the final year of this agreement.

I. EVALUATION

Evaluation is a process whereby the effectiveness of the professional staff member is appraised in relation to predetermined goals, the member’s own personal competencies, and the ability to carry out established administrative procedures.

This evaluation shall recognize the worth and unique role of the individual in education and must serve to support and lend positive direction toward individual and group effectiveness.

This evaluation must serve to foster self-improvement and be a vital part of the total school plan to improve the goals of education, the instructional process and the educational growth of the student.

A. Purposes

1. Evaluation should be used to promote and assist professional growth.
2. Evaluation should be used to fulfill, in a uniform manner, the legal requirements of state and local authorities.
3. Evaluation should be used to determine the quality of the administrative performance.

B. Appraisal Procedure

All Act 93 Administrators covered under the PDE evaluation process will be evaluated based upon the PDE Framework for Leadership evaluation tool and their District goals.

All other administrative staff will be evaluated based upon the District evaluation tool and their District goals.

The signature of the administrator on the “Summary of Performance Sheet” does not indicate acceptance, but is an indication that the performance evaluation has been received. It is possible that an administrator will not agree with the performance evaluation given by the appraiser. In this event, the administrator may explain in writing and have it attached to the appraisal form. Normally, this is done within one week following the appraisal meeting.

If the administrator disagrees with the appraisal to the extent that it is desirable to have a special review made of the case, the following procedure should be used:

1. A request for such a review should be made in writing by the administrator to the Superintendent within a week following the appraisal meeting. The letter should set forth the reasons why the administrator believes the appeal is necessary.
2. The Superintendent will then convene a Special Advisory Panel for an Administrator Appraisal Review within one week following the receipt of such a request. The Special Advisory Panel will be composed of all Cabinet members. The Administrator has the option of requesting that one other member of the Administrative Team be appointed to the panel.
3. Within one week following this meeting, the Special Advisory Panel will render its opinion in writing to the administrator.
4. If the opinion is agreed to by the Superintendent and the administrator, the matter is ended. If the administrator wishes to appeal the opinion, or the Superintendent's final decision, this may be done by appealing in writing to the President of the Board of School Directors to request a hearing. Normally, this is done within one week following receipt of the opinion.

C. Filing Of Form

The original of the appraisal form will become a part of the administrator's record and a copy of it will be provided to the administrator.

II. SALARY RANGES AND ANNUAL INCREASE PROCESS

A. Placement Within Salary Range

The Superintendent will determine placement within the salary ranges of the agreement. This decision will include consideration of credit for previous administrative, related non-administrative, and SCASD service.

B. Salary Range

The salary ranges for 2024/25 are as follows:

RANGE	MINIMUM	MIDPOINT	MAXIMUM
I	\$142,000	\$169,500	\$197,000
II	\$132,000	\$158,000	\$184,000
III	\$122,000	\$146,000	\$170,000
IV	\$112,000	\$133,500	\$155,000
V	\$102,000	\$120,500	\$139,000

Salary midpoint is the point exactly midway between the minimum and maximum of each range.

The salary ranges will be adjusted each year based on the overall market movement as determined by PSBA in September of the preceding year.

C. Annual Salary Adjustments

Increases will be granted following a satisfactory evaluation.

Annual salary increases are effective on July 1 of each year and shall follow the schedule in Appendix A with 3.25% as the value of "X".

D. Doctoral Incentive Salary Adjustment

\$1,000.00 will be added to the base salary of an administrator who attains a doctoral degree. The incentive will be added to the base salary in the month following attainment of the degree.

E. Classification

Range I	Director of Special Education Director of Technology High School Principal Supervisor of Curriculum and Instruction
Range II	Director of Equity and Inclusivity Director of MTSS and Interventions Director of Student Services Middle School Principal
Range III	Assistant Business Administrator Assistant Director of Special Education Associate High School Principal Director of the Career and Technical Center Director of Educational Alternatives Director of Physical Plant Elementary Principal
Range IV	Assistant Principal Athletic Director
Range V	Assistant Director of Athletics Director of Food Services Director of Transportation

F. Salary Concerns

The Board and the Administrators agree to use the meet and discuss process whenever individual salary inequities are perceived. All Administrators retain the individual right to bring such perceived inequities to the attention of the Board through administrative channels.

III. INSURANCE BENEFITS

A. Medical Benefits for Eligible Employees

1. Employees can select either the PPO Plan (PPO) or the Qualified High Deductible Health Plan (QHDHP). Employees may change plans during the annual open enrollment period or at any time of the year within thirty days of a qualifying event.
2. Employees selecting the QHDHP shall have access to an associated Health Savings Account. Both the employee and the District may make contributions to the Health Savings Account. From January 2024 through January 2029 District contributions shall be:
 - \$800 for individual coverage, \$1,600 for all other coverages
 - 67% of this amount to be added to the Health Savings Account on January 1 and 33% added on September 1 in each year.
3. The employee monthly premium will be made via monthly payroll deduction through a Section 125 Plan with pre-tax dollars.
4. Spouses and domestic partners employed by another school district, intermediate unit, or vocational technical school; the Mount Nittany Medical Center/Physicians' Group and other, similar medical facilities/groups; an institution of higher education; a federal/state/local government and/or its respective agencies; or Wegmans who are eligible for health insurance coverage through their employer will be eligible for coverage under the District's health insurance only if the employee pays the full premium cost differential for such spouse/domestic partner.

Dependents employed by another school district, intermediate unit, or vocational technical school; the Mount Nittany Medical Center/Physicians' Group and other, similar medical facilities/groups; an institution of higher education; a federal/state/local government and/or its respective agencies; or Wegmans who are eligible for health insurance coverage through their employer will be eligible for coverage under the District's health insurance only if the employee pays an additional \$100 per month for such dependent.

5. Employees whose spouse or domestic partner is also employed by the District in a benefits-eligible position will be provided health insurance in the most economical way for the District. When spouses/domestic partners are members of two different

employee groups, the employees will pay monthly co-premiums which are the lesser of the co-premiums between the two groups.

6. The District agrees to pay employees who waive medical insurance \$2,000 per year. Payment will be made in two installments, December and June (amount prorated if employment begins/ends mid-year). In order to waive coverage, the employee must document medical insurance coverage through another entity. An employee who waives coverage may rejoin District coverage during the annual open enrollment period or at any time of the year within thirty days of a qualifying event. An open enrollment period by a spouse's or domestic partner's employer constitutes an event whereby an employee can make an election change and receive a prorated buyout. No incentive will be provided to an employee who is covered as a dependent on another District employee's insurance.

B. Dental Insurance

The District will provide a dental benefit insurance policy to employees in benefits-eligible positions. Employee coverage is provided at no cost. In addition, full-time employees may elect to include eligible dependents by paying 44% of the associated premium costs.

If an employee's spouse has dental insurance available at his or her place of employment, the use of the DISTRICT's dental insurance by such spouse and the family will be subject to the spouse's participation in the spouse's dental plan and coordination of benefits.

Preventive Services

The plan will pay 100% for the following:

- oral examinations
- cleaning of teeth (twice per year)
- space maintainers
- emergency office visits
- fluoride treatment

General Services

The plan will pay 100% of the usual/customary charge for the following:

- treatment-related x-rays
- fillings
- anesthetics
- antibiotics
- extractions
- oral surgery
- endodontics
- periodontics
- repair of prosthetic appliances
- major restorative

The maximum payments for benefits, as outlined above, for each calendar year is \$1,500.00 per employee/dependent.

A deductible of \$25.00 is applied against the incurred covered dental expenses, as outlined above, for each employee/dependent for each calendar year.

The major restorative feature is provided to dependents, with reimbursement at the rate of 75% of the usual/customary charge for the locale where the work is performed for dependents. The deductible and the maximum benefits as indicated above are applicable for this coverage with fifty percent (50%) of the premium cost for this dependent major restorative feature paid by the employee.

C. Vision Insurance

Employees have the option to participate in the vision plan administered by the District.

D. Income Protection Insurance

Administrators who are disabled according to the plan and who are covered by this document will have coverage equal to 60% of their normal monthly salary without maximum limit per the policy provisions.

E. Life Insurance

All eligible Administrators receive a basic insurance policy, including accidental death and dismemberment, based on 2 times the current base salary at no cost. In addition, they may purchase, through payroll deduction, an additional \$50,000 or \$100,000 of optional life insurance at a monthly premium according to age.

F. Liability Insurance

Liability coverage will be provided by the Board of School Directors.

G. Travel Accident Insurance

Administrators will be provided with District-paid travel accident insurance coverage in the amount of \$150,000.

IV. GENERAL BENEFITS

A. Professional Memberships

The Board will allow for payment of membership in one professional organization, or a combination of membership dues not to exceed the annual cost of the NAESP or the NASSP as approved by the Superintendent or his designee.

B. Tuition Reimbursement

The Administrators covered by this document shall be eligible to be reimbursed for the payment of tuition for up to twelve (12) credits per contract year. These credit limits will not apply to employees who are on an approved Leave of Absence for Professional Development. Administrators may ask for exceptions that are based on their program requirements (e.g., to maintain their cohort status or plan of study program

Employees will be reimbursed up to \$866 per credit or 85% of the current Penn State graduate credit rate, whichever is greater.

Tuition reimbursement will be paid for in-service courses approved by the Pennsylvania Department of Education at a rate of 85% of the tuition not to exceed \$100.00 per credit.

To be eligible for reimbursement, all courses to be taken must meet the relevant requirements listed below and have approval before the class begins. The final approval will be made by the applicable Cabinet member. The condition for approval shall be met by one of the following:

1. The course is approved by the individual's graduate advisor as part of a graduate program in education, or
2. The course is in one of the member's areas of certification, or
3. The course is in the general field of education including the areas of school administration and educational methods.

Courses shall be offered by an institution of higher learning accredited through one of the following Regional Accreditation Institutions:

- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)

Courses shall be at the graduate level, and directly related to the Administrator's assigned area(s) of certification or related to the pursuit of an additional certification. Exceptions may be made by the applicable Cabinet member.

The course shall be considered satisfactorily completed with evidence of an equivalent grade of B or better when a letter grade is reported or 80% or better when a numerical grade is reported. If a course is graded on a Pass/Fail basis, a grade of Pass shall constitute satisfactory completion.

Payment for completed courses will be made at the conclusion of each course upon presentation of course grade card or transcript and paid receipt from the college or university where the credits were taken or official letter verifying satisfactory completion of the in-service course.

For those Administrators registering at The Pennsylvania State University, the District will accept direct billing from the university.

An Administrator receiving benefits under this provision shall remain with the District at least six months after the completion of the course; otherwise, the reimbursement will be forfeited to the District.

C. Mileage Reimbursement

Where the Administrator uses a personal car in excess of 1,500 miles annually on District business, an additional 5 cents per mile increment will be added to the normal per mile reimbursement for those miles exceeding 1,500 per year.

D. Cell Phone Reimbursement

Those identified as requiring a District-owned Smartphone, may choose one of the following options:

1. Maintain or procure a District-owned Smartphone.
2. Maintain or procure a personal Smartphone used for business with a District reimbursement. Reimbursement will not exceed \$50 per month.

Terms and Conditions:

1. The Smartphone for which you are receiving the stipend should be with you for the same times and on the same days currently required for your position.
2. You must be able to receive emails sent to your District email account using the Smartphone. Once you make the choice to use your personal Smartphone in lieu of a District-owned Smartphone, you must configure it to receive emails sent to your District account.
3. The Smartphone for which you receive the stipend must be functional and in service for the time period covered by the stipend. If it is out of service for a period of one month or more, an amount equal to that time period will be deducted from the stipend.
4. You must provide to the IT Services Department a phone number for your Smartphone.
5. Stipends will be paid monthly in an amount equal to the cost of District-provided Smartphones. In order to be eligible for the stipend, you must submit a copy of a detailed invoice to the Accounting office. Procedures for the reimbursement process will be provided to the applicable staff members.
6. This agreement is subject to change based on IRS tax treatment of employer-provided cell phones.

V. RETIREMENT BENEFITS

A. Public School Employees' Retirement System

The District participates in the Public School Employees' Retirement System in accordance with that organization's rules and regulations.

B. Tax Sheltered Annuity

Employees will be able to participate in Internal Revenue Service approved tax sheltered annuities through the District's payroll deduction.

C. Payment for Unused Sick and Family Care Days

Administrators retiring from service with the District will be paid for accrued but unused sick and family care days at the rate of \$65 per day provided:

1. The individual has terminated service by meeting requirements of School Code, and
2. Has had a minimum of 10 years continuous service with the State College Area School District, and
3. Meets one of the following:
 - a. Has completed 35 years or more of credited service in Pennsylvania Public School Employees' Retirement System (PSERS), regardless of age, or
 - b. Has completed 30 years or more of credited service in the PSERS and is at least age 60, or
 - c. Has completed 25 years or more of credited service in PSERS and qualified for a withdrawal (early) retirement, or
 - d. Has completed 20 years of service in the State College Area School District and is at least age 55, or
 - e. If disabled after 10 years of service and qualified for disability under PSERS, or
 - f. Is at least 62 years of age.

The maximum number of accrued but unused days which are reimbursed shall be **300** days. This payment will be made as a lump sum payment. Upon the death of an employee, the retirement benefit payment will be made to her/his beneficiary(ies) or estate within thirty (30) days after notification of the estate representative.

D. Payment for Unused Vacation Days

Effective June 2024, Administrators who retire from the District and who have at least 8 years of administrative experience with the District shall be paid for up to two years of accrued vacation leave at their daily rate of pay.

E. Retirement Severance

A retirement severance payment will be made to an Administrator who indicates in writing no later than December 1 that she/he will retire effective June 30 of that same school year. This payment will consist of a one-time amount and will be based on a percentage of the salary the Administrator would have been entitled to in the following school year, as indicated below. Effective June 2024, to be eligible for this retirement severance, the administrator must have at least eight years of administrative years of service in the District.

- 5% 10-20 years in the District, at least 8 of which in an administrative position
- 6% 21-25 years in the District, at least 15 of which in an administrative position
- 7% 26+ years in the District, at least 18 of which in an administrative position

F. Continuation of Health, Dental, and Vision Insurance at time of Retirement

The Board will provide, on an optional basis, health, dental, and vision coverage to all eligible retirees who have retired with the following conditions and prerequisites:

1. Benefits to continue until employee's 65th birthday;
2. To continue these benefits upon retirement, the employee will pay the actual District cost plus 2% administrative costs;
3. The employee is retiring and receiving benefits through the Public School Employees' Retirement System (PSERS), and meets one of the following:
 - a) 10 years of continuous employment with the State College Area School District, including at least 5 years as an administrator
 - b) Superannuation (normal retirement)
 - c) 30 years of service in PSERS
 - d) Disability retirement

VI. ABSENCES

A. Family and Medical Leave Act

For purposes of the Family and Medical Leave Act (FMLA), an eligible employee is any employee who has worked for the District for at least 12 months, and who has worked at least 1,250 hours within the 12-month period immediately prior to the absence.

A qualifying employee is eligible during any fiscal year for a total of either 12 or 26 workweeks (depending on the reason for the absence) of unpaid FMLA leave. As outlined in this document, the District provides additional leave time in some situations. FMLA leave may be for one or more of the following:

1. the birth of an employee's child, including prenatal doctor visits as well as caring for the newborn child;
2. the placement of a child with the employee for adoption or foster care;
3. the care for a seriously ill child, spouse, or parent of the employee;

4. the employee's own serious health condition – including, but not limited to an illness, injury, impairment, or physical or mental condition involving inpatient care at a medical facility or continuing treatment by a health-care provider, or any additional conditions as described in the Act which causes the employee to be unable to perform the functions of her/his position;
5. a qualifying military exigency; or
6. the care of a covered service member injured in the line of duty.

Absences may be of an ongoing nature or, when medically necessary, may be taken as an intermittent leave or on a reduced leave schedule.

B. Paid Absences

1. Personal Illness

Administrators accumulate days annually and the unused days each year are cumulative without limit. The rate of accrual will be 13 days/year. All or any part of such accumulated unused leave may be taken with full pay in any one or more school years.

Prolonged absences are to be discussed with the supervisor and the Human Resources Office in advance, when possible – if advance notice is not possible, then as soon as practicable.

2. Illness in the Immediate Family

Immediate family shall be defined as:

- children
- grandchildren
- grandparents, and grandparents-in-law
- parents, including step and foster parents
- siblings
- spouse/domestic partner, and parents thereof
- son-in-law, daughter-in-law, brother-in-law, sister-in-law, niece, nephew, aunt and uncle – if the individual is a member of the employee's household

“Family Care” includes situations such as:

- Doctor's appointment for immediate family member
- Adoption/Foster Care
- Child rearing
- Sick immediate family member
- Emergency child care need

In July of each school year, each active employee accrues six days to care for a family member. Any such unused leave shall be cumulative from year to year.

- If the employee exhausts all of their available Family Care days and has additional need, donated Family Care days may be available.
- Short-term absences: Up to 6 Family Care days may be used in the school year when the employee is needed to care for a family member. The employee will include the family member when entering the absence in the District's attendance system. If more than 6 are needed to be used, the employee should discuss such a situation with the Human Resources Office for donated Family Care days to be used.
- Extended absences: If an employee's family member has an extended illness, or for an ongoing intermittent need, or in the case of the birth, adoption, or foster care of a child, the employee should discuss such a situation with the Human Resources Office. If the absence fits into the definition of family care, the employee may use accrued and unused Family Care days to continue pay during the absence. Such absences will not exceed 20 work days total, unless an exception is granted.

3. Vacation

Vacation time is accrued based of years of service in the District, with accumulation limited to twice the annual accrual rate:

1st through 5th years of service	21 days annually
6th through 10th years of service	23 days annually
11th through retirement	25 days annually

Vacation time is accrued in July of each year. If an Administrator using vacation time prospectively then leaves District employment prior to June 30th shall have their vacation balance adjusted accordingly and shall refund the District the value of any un-accrued vacation time that had been used.

Under normal circumstances, Administrators are encouraged to use their vacation days during those periods when school is not in session.

In June 2025 and June 2028, Administrators who have a vacation balance equal to at least one year's accrual may elect to be compensated at their current daily rate of pay for up to 5 vacation days.

Administrators who resign/retire after completing at least one continuous year immediately preceding the date of termination, shall be paid for up to one year of accrued vacation leave at their daily rate of pay. Additional accrued vacation days up to twice the annual allotment will be paid for at \$65.00 per day. (see also section V (D))

4. Personal Business

Administrators covered by this document will receive three (3) days of personal leave annually for their first five (5) years of service. Thereafter they will receive four (4) personal leave days annually. The days may be accumulated up to six (6) days; and may be taken consecutively during any one period of absence.

Written approval must be requested of and granted by the supervisor at least one week prior to the day for which the personal leave is requested. These restrictions may be waived in the case of an emergency.

If on July 1 of any year the accumulated unused personal days, with the new year's days added, will exceed six (6), the excess number of days will be transferred to the employee's sick leave accumulation.

5. Holidays

Twelve holidays are granted annually to 12-month Administrators. These are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday and Friday, three days at the winter break and three floating holidays placed annually at the discretion of the Superintendent.

6. Bereavement

Absence from work because of death in an employee's family shall be allowed with full pay as provided below:

a. Immediate family

Up to five (5) days to be used within two months of the date of death, provided such amount of leave is required. Immediate family shall be defined as: wife, husband, domestic partner, parents (including step or foster parents), sister, brother, daughter, son, parent-in-law, grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or other members of the same household.

b. Death of a close friend or relative

Up to one (1) day from the date of death through the date of the funeral inclusive.

7. Involuntary Jury Duty

Compensated by full salary.

8. Subpoenaed Witness

If an employee is subpoenaed as a witness and is not a party to the legal action, the employee's full salary shall be paid for the time spent by the employee during his or her working hours as a witness.

9. Educational Purposes

The Board agrees that Administrators may attend meetings for educational purposes subject to the following conditions:

- a. Expenses will be paid by the State College Area School District to include only meals, lodging, registration fee and mileage to and from such meetings according to the applicable District travel/expenses reimbursement policy.
- b. Approval of the supervisor will be necessary. Approval must be requested in writing at least one week prior to the absence.

10. Leave of Absence for Restoration of Health

Administrators may apply for a leave of absence for restoration of health as permitted under the School Code.

11. Leave of Absence for Professional Development

A leave of absence for professional development shall be directly related to the Administrator's responsibilities as determined by the Board of School Directors and shall be restricted to activities required by regulations of the State Board of Education and by the laws of this Commonwealth for a professional certificate or commission or to improve professional competency. All requests for a leave of absence for professional development shall be subject to review and authorization by the Board of School Directors, which shall have sole authority to adopt and enforce policy establishing the conditions for approval of such leaves.

At a minimum for a half school term, a leave of absence for professional development shall consist of any of the following or a combination thereof: nine (9) graduate credits, twelve (12) undergraduate credits, one hundred eighty (180) hours of professional development activities. At a minimum for a full school term, a leave of absence for professional development shall consist of any of the following or a combination thereof: eighteen (18) graduate credits, twenty-four (24) undergraduate credits, three hundred sixty (360) hours of professional development activities.

The Administrator requesting a leave of absence for professional development shall submit to the Board of School Directors a detailed plan describing the professional development activities to be undertaken. The Board shall be authorized to approve or reject the plan, consistent with its written policy.

While on a leave of absence for professional development, the Administrator shall receive half-salary and be eligible to continue participation in all benefit plans in which enrolled by paying the employee share of the associated premiums.

Acceptance of a leave of absence for professional development incurs a commitment by the administrator to:

- return to active duty in this District immediately following the leave, and
- provide to the Board of School Directors satisfactory evidence that his/her approved plan for professional development was fully complied with during the leave of absence, and

- submit to the Superintendent within the first month following the conclusion of the leave an official transcript of all courses completed.

Failure to return to work or to submit the above referenced documents, unless prevented by illness or physical disability, will result in forfeiture of all compensation and benefits provided during the leave of absence.

If the Administrator leaves the District before the completion of 3 years, the following will apply regarding the repayment of compensation and benefits:

- If less than one (1) year is completed, the repayment will be 100%.
- If one (1) year is completed, the repayment will be two-thirds (2/3).
- If two (2) years are completed, the repayment will be one-third (1/3).

12. Doctoral Leave of Absence

Administrators covered by the provisions of this salary/benefit plan shall be eligible for a doctoral leave of absence with full pay during the period of July 1 through December 31 of a single school year. In order to qualify for the doctoral leave of absence, an Administrator:

- a. must be a student in good standing in a doctoral program at an accredited university;
- b. must have completed successfully all applicable requirements for the doctoral degree with the exception of residency and the dissertation;
- c. must have secured approval from his/her dissertation committee for the dissertation project;
- d. must have completed a minimum of three years of service as an administrator in the District;
- e. will receive the doctorate within six months following the completion of the doctoral leave of absence;
- f. must agree to return to service in the District for a minimum of one school term (September through June) following completion of the doctoral leave of absence.

Requests for the doctoral leave of absence will be submitted to the Superintendent of Schools no later than January 31 of the year prior to the year in which the doctoral leave is to be taken.

13. Sick Day Donation Program

In the event an employee is ill or injured and needs to be absent from work for a prolonged period of time, the provisions above outline procedures for the use of applicable accrued paid time off and additional time off without pay. In the event that an employee is ill or injured and exhausts all of her/his personal, sick, and vacation days, this program provides the opportunity for co-workers to donate some of their accrued sick days in order to provide additional paid time off to the absent employee.

Procedure

- a. When an employee is absent and about to exhaust all applicable paid time off, the employee or the employee's supervisor will contact the Human Resources Office advising of the need for donation.
- b. After consulting with the employee, if the absent employee wishes to participate in the donation program, Human Resources will send a message to all SCASD Administrators.
- c. All donating employees will remain anonymous.
- d. The absent employee will be compensated at her/his regular rate of pay.
- e. Donating employees must maintain at least 30 sick days after donation.
- f. Normally, employees can donate a day at a time, up to five in each school year.
- g. Employees who wish to donate will follow the instructions as outlined by Human Resources. Human Resources will notify the donor when her/his donated time has been deducted from their accrued leave.
- h. Donated days will be used in the order in which they were received.
- i. The absent employee may use the donated time until the disability period ends or disability insurance eligibility begins, whichever occurs first.
- j. The absent employee may return with access to up to one sick day per month for the remainder of the school year from date of return, up to 10 donated sick days.

C. Unpaid Absences

All absences not covered above will be without pay. Permission in advance must be obtained for all leaves of absence except sick leave.

1. Short Term

Requests for unpaid absences of up to ten days shall be granted at the discretion of the Superintendent. Such requests should be submitted as far in advance as possible, but, at a minimum, at least one week in advance.

2. Leaves of Absence

Requests for unpaid leaves of absence may be granted at the discretion of the Board of Directors based on the needs of the District. Such requests should be submitted to the Superintendent as far in advance as possible, but, at a minimum, at least one semester in advance.

VII. SUMMER FLEXIBLE WORK ARRANGEMENTS

Twelve month Administrators may elect to participate in the summer flexible work schedule. The Superintendent will advise the start and end dates on an annual basis. Offices will be closed on July 4th and employees are expected to work their regular hours for the remainder of that week.

All buildings will be open and staffed during normal hours, Monday through Thursday, and some may be closed to the public on Fridays. Administrators are expected to work their regularly scheduled number of hours for the work week; however, they have the opportunity to work in the building, to work offsite, or to flex their schedule in order to be off on Fridays.

Pending supervisor approval, Administrators may work their regular weekly hours in 5, 4.5, or 4 days. Monday through Thursday, Administrators are to be on-site. If you decide to work a full or half-day on Friday, you may work from home or in the building.

Points to consider:

- If you are taking time off during this period, you are required to use applicable paid time off (vacation, personal, sick).
- When absent, you must request the hours you will be missing that week.
- If you take one week off during this period, you must submit for 5 days of paid time off (at your regular hours).

If you have any questions about your particular status, please reach out to your supervisor.

APPENDIX A

Percent of Midpoint				
< 0.89	89.0 - 95.99	96.0 - 102.99	103.0 - 107.99	≥ 108
$X + 1.75$	$X + 1.5$	$X + 1.25$	$X + 0.50$	X