

**State College Area School District**  
**Administrative Compensation Plan for Managers**  
**2017/18 through 2021/22**

# **PLAN FOR EVALUATION, COMPENSATION, AND BENEFITS**

## **AGREEMENT AND TERMS**

This agreement shall be between the State College Area Board of School Directors and District Managers. Positions covered by this document include:

Accountant  
Assistant Director/Construction Manager  
Assistant Director of Physical Plant  
Community Education Manager  
Data Manager  
Director of Communications  
Human Resources Manager  
Printing Services Manager  
Purchasing Manager

The term of this agreement shall begin July 1, 2017 and shall continue in force and effect until June 30, 2022 or until such later date as the parties may agree is the extended ending date.

## **MEET & DISCUSS**

If a majority of the eligible school managers provide a written request to the Board, then the Board shall “meet and discuss in good faith” with the managers 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.

## **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**

Managers will be evaluated based upon the district evaluation tool and their district goals.

The signature of the manager at the end of the evaluation does not indicate acceptance, but is an indication that the performance evaluation has been received and that the development targets have been discussed. It is possible that the manager will not agree with the performance evaluation given by the appraiser. In this event, the manager 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 manager 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 manager to the Superintendent within a week following the appraisal meeting. The letter should set forth the reasons why the manager believes the appeal is necessary.
2. The Superintendent will then convene a Special Advisory Panel for a Manager Appraisal Review within one week following the receipt of such a request. The Special Advisory Panel will be composed of the Superintendent, the Assistant Superintendent, the Business Administrator, and the Director of Human Resources. The manager 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 manager.
4. If the opinion is agreed to by the Superintendent and the manager, the matter is ended. If the manager 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 manager's record and a copy of it will be provided to the manager.

## **SALARY RANGES AND ANNUAL INCREASE PROCESS**

### **A. Starting Rate**

The starting rate for a new Manager will be determined by the Director of Human Resources based upon the individual's knowledge and experience.

### **B. Salary Range**

	<b>Minimum</b>	<b>Maximum</b>
Manager I	\$62,000	\$102,000
Manager II	\$50,000	\$85,000
Manager III	\$41,000	\$71,000

The salary ranges will be reviewed annually.

#### Manager I positions:

- Assistant Director/Construction Manager
- Assistant Director of Physical Plant
- Director of Communications

#### Manager II positions:

- Accountant
- Community Education Manager
- Data Manager
- Human Resources Manager
- Printing Services Manager

#### Manager III positions:

- Purchasing Manager

### **C. Annual Salary Increases**

Increases will be granted following a satisfactory evaluation.

Annual salary increases will be 3.0% for each year of this agreement.

Salary increases for a capped manager whose salary exceeds the maximum established range will be based on the 12-month average COLA of the previous calendar year (January – December). The COLA increase will not exceed 1% less than the annual percentage increase for all other managers. This salary limit will be waived for a manager who gives written notice of intent to retire from service by May 1 of the fiscal year prior to retirement.

## **D. Salary Concerns**

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

## **BENEFITS**

### **A. Health Insurance**

Covered managers are eligible to receive health insurance coverage under the same terms and conditions as that offered to members of the State College Area Education Association.

The premium co-share will be made through monthly payroll deduction, through a Section 125 Premium Conversion Plan, with pre-tax dollars.

An employee may opt-out of having health insurance coverage and will be entitled to a \$2,000 payment (one payment of \$1,000 in December, one in June) – this amount to be pro-rated if employment begins mid-year.

Employees whose spouse or domestic partner is also a District employee who is eligible for health insurance will be provided health insurance in the most economical way for the District. When spouses/domestic partners are members of two different bargaining units, the employees will pay monthly co-premiums which are the lesser of the co-premiums between the two contracts. Additionally, if monthly co-premiums for two-party coverage are less than monthly co-premiums for two individual coverages, the employees will only pay monthly co-premiums equal to the two-party coverage amount.

### **B. Dental Insurance**

The dental plan will be the same as that provided to members of the State College Area Education Association.

### **C. Vision Insurance**

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

### **D. 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) 15 years of continuous employment with the State College Area School District
- b) Superannuation (normal retirement)
- c) 30 years of service in PSERS
- d) Disability retirement

#### **E. Income Protection Insurance**

Managers 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 per the policy provisions.

#### **F. Life Insurance**

All eligible managers receive a basic life 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 \$40,000 of optional life insurance at a monthly premium according to age.

#### **G. Liability Insurance**

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

#### **H. Tuition Reimbursement**

Managers shall be eligible to be reimbursed for the payment of tuition at the same level as found in the State College Area Education Association (SCAEA) contract. In no case may this exceed the SCAEA rate, provided, however, that:

1. The course to be taken is one offered by a recognized institution of higher learning and has prior approval of the manager's supervisor. The condition for approval by the manager's supervisor shall be met by one of the following:
  - a) The course is approved by the individual's graduate advisor as part of a graduate program related to the manager's position responsibilities, or
  - b) The course is related to the manager's position responsibilities, or
2. 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.
3. The course shall be satisfactorily completed.
4. A manager 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.

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

**I. Tax Sheltered Annuity**

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

**J. Mileage Reimbursement**

Where a manager 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.

**K. 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 election 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 Technology 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.

**ABSENCES**

**I. 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:

- a. the birth of an employee's child, including prenatal doctor visits as well as caring for the newborn child;
- b. the placement of a child with the employee for adoption or foster care;
- c. the care for a seriously ill child, spouse, or parent of the employee;
- d. 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;
- e. a qualifying military exigency; or
- f. 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.

## **II. Paid Absences**

### **A. Personal Illness**

Paid sick days are accrued at the rate of 1.083 days/month for each month that the employee is scheduled to work. Unused days are cumulative without limit. Employees may be required, at the discretion of their supervisor, to present a physician's certification stating the reason for absence.

Accumulated sick days provide an insurance cushion for employees in the case of illness or injury. They can be an important asset in the event of a prolonged illness or injury, insuring salary continuation during this period of absence. Therefore, employees should be very judicious in their use of paid sick days.

Except as otherwise provided below, absence is chargeable as sick leave only when the employee is unable to perform her/his duties because of her/his illness or injury. Time off for an employee's routine appointment with a physician, dentist, hospital, or optometrist is charged to sick leave, provided it is not possible for the employee to schedule the appointment on the employee's own time. The request for such time off should be made as far in advance as possible. Such routine appointments usually are of less than a half-day duration; therefore, an employee is expected to return to work as soon as the appointment is completed. A supervisor may request the employee to submit a written statement from the person with whom the employee had the appointment. See also the FMLA provisions included above.

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

If an employee is charging sick leave and the employee's vacation accumulation reaches the maximum, the employee can charge vacation accumulation instead of sick leave, so that vacation earnings are not lost.



If an employee expends all accumulated sick leave, additional absence, at the option of the employee, may be charged to accumulated vacation. If the employee expends all accumulated vacation, or elects not to charge the absence to accumulated vacation, the employee shall be granted a leave of absence without pay.

**B. Illness in the Immediate Family**

Employees may use up to six (6) days per year to care for an ill/injured immediate family member. Immediate family member 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, niece, nephew, and a member of the same household.

Except as otherwise provided below, absence is chargeable under this section only when the employee is needed to care for an immediate family member who is incapable of self-care because of her/his illness or injury. Time off to take an immediate family member to a routine appointment with a physician, dentist, hospital, or optometrist may be charged under this section provided it is not possible for the employee to schedule the appointment on the employee's own time. The request for such time off shall be made as far in advance as possible. Such routine appointments usually are of less than a half-day duration; therefore, an employee is expected to return to work as soon as the appointment is completed. A supervisor may request the employee to submit a written statement from the person with whom the immediate family member had the appointment. See also the FMLA provisions included above.

**C. Vacation**

Vacation time off is scheduled by mutual agreement between the employee and the supervisor. Only days on which the employee normally would have worked are charged against vacation allowance.

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

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

Normally, an employee earns appropriate vacation accumulation in any month in which the employee is paid for at least half of normally scheduled work time for that month (except, any pay received for accumulated vacation at time of termination of employment shall not be credited toward this qualifier).

Employees who resign/retire after completing at least one continuous year immediately preceding the date of termination, shall receive the cash equivalent of up to one year of unused, accrued vacation days. Additional accrued vacation days up to twice the annual accrual will be paid at \$33.00

per day.

#### **D. Personal Business**

Absences charged to personal days are scheduled by mutual agreement between the employee and the supervisor. Only days on which the employee normally would have worked are charged against the personal day allowance.

Personal days are accrued based on years of service in the District in a full-time position as follows:

1 <sup>st</sup> through 5 <sup>rd</sup> year of service	3 days/year
6 + years of service	4 days/year

Such leave will accrue from year to year and may accumulate to a total of six personal days. If on July 1 of any year the accumulated unused personal days, including those accrued for the new year, exceed six, the excess number of days will be transferred to the employee's sick leave accumulation.

#### **E. Holidays**

Twelve holidays are granted annually to 12-month employees. 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.

#### **F. Bereavement**

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

##### **1. 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.

##### **2. Death of a close friend or relative**

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

#### **G. Involuntary Jury Duty**

Compensated by full salary minus jury compensation.

#### **H. 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.

#### **I. Educational Purposes**

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

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

#### **J. 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**

1. 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.
2. 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.
3. All donating employees will remain anonymous.
4. The absent employee will be compensated at her/his regular rate of pay.
5. Donating employees must maintain at least 30 sick days after donation.
6. Normally, employees can donate a day at a time, up to five in each school year.
7. 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.
8. Donated days will be used in the order in which they were received.
9. The absent employee may use the donated time until the disability period ends or disability insurance eligibility begins, whichever occurs first.
10. 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.

### **III. Unpaid Absences**

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

#### **A. 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.

## **B. 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.

## **RETIREMENT BENEFITS**

### **I. Payment for Unused Sick Leave**

Managers retiring from service with the District will be paid for accrued but unused sick leave at the rate of \$38 per day provided:

- A. The individual has terminated service by meeting requirements of School Code, and
- B. Has had a minimum of 10 years continuous service with the State College Area School District, and meets one of the following:
- C. Has completed 35 years or more of credited service in Pennsylvania Public School Employees' Retirement System (PSERS), regardless of age, or
- D. Has completed 30 years or more of credited service in the PSERS and is at least age 60, or
- E. Has completed 25 years or more of credited service in PSERS and qualified for a withdrawal (early) retirement, or
- F. Has completed 20 years of service in the State College Area School District and is at least age 55, or
- G. If disabled after 10 years of service and qualified for disability under PSERS, or
- H. 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 his/her beneficiary(ies) or estate within thirty (30) days after notification of the estate representative.

### **II. Retirement Severance**

A retirement severance payment will be made to a manager who indicates in writing no later than December 1 that s/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 5% of the salary the manager would have been entitled

in the following school year. To be eligible, the manager must have at least ten (10) years of administrative years of service in the District at the time of retirement.