

## Act 93 Administration Compensation Plan

The Board of School Directors of the Line Mountain School District adopts the following Act 93 Employee Compensation Plan pursuant to the Public School Code of 1949, as amended, Section 1164 and Board Policy 328, Salary Determination. **TERM OF COMPENSATION PLAN:** This plan is effective July 1, 2018 through June 30, 2023.

### **I. MANAGEMENT TEAM PHILOSOPHY**

- A. Purpose:** The board recognizes the importance of maintaining an effective administration team to strengthen the educational programs of the district and to establish and improve communications, decision-making, conflict resolution and other relationships among the members of the team.
- B. DEFINITIONS:** For the purposes of this discussion, the terms herein shall have the following definitions and the Act 93 Employees shall consist of the following groups:
1. Professional Administrators:
    - a. Building Principals
    - b. Director of Special Education
    - c. Other personnel defined under Act 93 by the board.
  2. Support Service Administrators:
    - a. Director of Plant Operations
    - b. Dean of Students/Coordinator of Student Athletics and Activities
    - c. Director of Technology
    - d. School Psychologist
    - e. Other personnel defined under Act 93 by the board.
- C. RESPONSIBILITIES:** the concerns of the Administrators may include, and are not limited to:
1. District Budget
  2. The district curriculum.
  3. Personnel management.
  4. Welfare of management employees.
  5. The Administrators will be provided with the opportunity to meet on a monthly basis.
- D. PROFESSIONAL STANDARDS:** the actions of all Administrators shall be consistent with professional and ethical standards as adopted by professional management associations.
- E. DAILY WORK SCHEDULE:** Each Act 93 Employee is expected to start their day a half hour before the scheduled start time of school and end their day one half hour after the scheduled end time of school. Summer hours will be only one of either an 8:00am–3:00pm Monday - Friday, or 7:15 - 4:00pm Monday-Thursday. Flex Scheduling for Act 93 Employees will be at the discretion of the Superintendent.
- F. SCHOOL CALENDAR:** all Act 93 Employees will follow the school calendar during the academic school year.

**II. COMPENSATION PHILOSOPHY:** The underlying goal of the Line Mountain School District Compensation Program is to attract, motivate, and retain competent people.

**A. SALARY:** for professional and Support Service Administrators have been determined by evaluating each job description using the following factors:

1. **Background:** Education & Experience.
2. **Application of Knowledge:** Complexity & Latitude.
3. **Supervisory Responsibility:** Size & Complexity.
4. **Contacts.**
5. **Integrity of Information.**
6. **Impact of Error.**
7. **Time Requirement.**
8. The Administrators will be provided with the opportunity to meet on a monthly basis.

**B. ANNUAL SALARY INCREASES:** during the term of this plan will be based upon the overall evaluations completed by the Superintendent and on the table below beginning July 1, 2018.

<b>RATING</b>	<b>SALARY INCREASE</b>	<b>RATING</b>
<b>3.5 – 4.0</b>	<b>\$2,500</b>	<b>Distinguished</b>
<b>3.0 – 3.49</b>	<b>\$1,500</b>	<b>Proficient</b>
<b>2.0 – 2.99</b>	<b>\$500</b>	<b>Needs Improvement</b>
<b>0 – 1.99</b>	<b>\$0</b>	<b>Unsatisfactory</b>

- C.** Consistent with the criteria specified in this compensation plan, and relevant district policies and procedures and state regulations, the Superintendent will convert Professional Administrator’s evaluations to the PDE-approved performance evaluation.
- D.** A rating of Distinguished or Proficient will normally equate to a satisfactory PDE performance rating. However, where the Superintendent determines that individual traits or behaviors so justify, an Unsatisfactory PDE performance rating is appropriate. A rating of Needs Improvement may result in either a Satisfactory or Unsatisfactory PDE performance rating.
- E.** A rating of Unsatisfactory will always result in an Unsatisfactory PDE performance rating. The best professional judgment of the Superintendent will determine the proper conversion from this form to the PDE performance evaluation.
- F.** A PDE performance evaluation form may be issued with supporting documentation without the form provided in Administrative Procedure 313 when individual circumstances so warrant.
- G.** Support Service Administrators, who are not subject to evaluation on the PDE performance evaluation, will receive an overall rating by the Superintendent using the form provided in Administrative Procedure 313. An overall rating of satisfactory or unsatisfactory may be issued by the Superintendent without completion of the entire evaluation form when properly documented individual circumstances so warrant.

**III. EVALUATION:** each Administrator shall be evaluated as per Board Policy #313 and Administrative Procedure #313.

**IV. FRINGE BENEFITS:** The district shall provide Act 93 Employees with the following fringe benefits:

**A. Credit Reimbursement:**

1. Administrators who possess a Bachelor's degree shall receive reimbursement for graduate and/or in-service credits at a rate up to the Pennsylvania State University graduate credit rate in effect during the semester in which the course was taken for a maximum of twelve (12) credits per fiscal year. The Superintendent may grant approval for administrators to have release time to attend graduate or post-graduate course work, provided it does not interfere with completion of job responsibilities. The Superintendent may grant approval for Act 93 Employees to exceed the twelve (12) credit limit. The Superintendent may grant approval for administrators to have release time to attend graduate or post-graduate course work, provided it does not interfere with the completion of job responsibilities. At the employee's request, the District will pre-pay tuition upon enrollment for credits, provided the employee has received the necessary pre-approval and submits a completed enrollment form which can be sent with the payment to the college or university. Employees who fail to submit verification of grade(s) within forty-five (45) days of completion of the course or who fail to satisfactorily complete the course shall reimburse the district through deductions from their paycheck. Prepayment of college/in-service credits shall be made at the rate of the full tuition charge for credits, unless otherwise reimbursed.
2. Administrators hired for positions which do not require an entry level bachelor's degree shall receive reimbursement for undergraduate credits at a rate up to the Bloomsburg University rate in effect during the semester in which the course was taken for a maximum of twelve (12) credits per fiscal year. Course(s) must be taken in an accredited educational institution and must be related to the employee's professional growth within the school district. Prior approval must be obtained in writing from the Superintendent for all reimbursable courses. Reimbursement shall be made only upon successful completion of a course.
3. In the event that an administrator who has received such reimbursement leaves the service of the district within one (1) year of the completion of the credits, the administrator shall reimburse the district for the same. When the administrator earns the bachelor's degree, he/she shall be eligible for graduate/in-service credit as provided above effective during the fiscal year following the award of the bachelor's degree. The Superintendent may grant approval for administrators to have release time to attend graduate or post-graduate course work, provided it does not interfere with the completion of job responsibilities.

**B. Unrestricted Personal Leave Days:** will be provided at the rate of three (3) unrestricted personal leave days per year during the term of this plan. These days shall be cumulative to a maximum of seven (7) days.

- C. **Sick Days:** will be provided at the rate of twelve (12) per year. Sick days may be used in accordance with the Collective Bargaining Agreement between the District and Line Mountain Education Association (the "CBA".)
- D. **Vacation Days:** will be provided at the rate of twenty (20) per year available immediately upon employment. Up to 20 days may be carried over to the successive school year.
- E. **Mileage Reimbursement:** shall include mileage incurred by the administrator while attending school district functions which are approved by the Superintendent. Attendance at school board meetings or other school board functions shall not qualify for travel reimbursement unless otherwise specifically approved by the Superintendent. The Superintendent shall be authorized to approve attendance at Conferences/seminars of one day or less provided the district incurs no cost for overnight expenses. Mileage will be reimbursed at the prevailing IRS rate per mile.
- F. **Conference Expenses:** employer shall reimburse professional administrators for documented overnight conference expenses at a rate not in excess of one hundred-fifty dollars (\$150) per day, plus mileage and conference fees. An annual allocation of \$750 shall be made available for each administrator to attend conferences, meals and travel expenses inclusive. The monetary limitations set forth hereinabove shall not apply where an administrator is required to attend a conference by the Superintendent.
- G. **Retirement Benefit:** a retiree will, upon the actual start of receiving benefits from PSERS, be entitled to compensation for unused sick leave days accrued while in the employ of the District under the same terms and conditions as provided for in the CBA. Sick days taken will first be charged against those (if any) credited from prior employment. Any sick days remaining from prior employment will not qualify for this provision.
- H. **Term Life Insurance:** employer shall provide term life insurance in the amount of two hundred fifty thousand dollars (\$250,000.00) to all Act 93 Employees, who shall have the choice of purchasing an additional one hundred thousand dollars (\$100,000.00) term life insurance at their own expense.
- I. **Medical Insurance and Health Premium Cost Sharing:** medical Insurance and Health Premium Cost Sharing for Act 93 Employees shall be the same as provided in the CBA.
- J. **Section 401(a) and 403(b) Plan:** An IRC Section 401(a) and/or 403(b) Plan, which is a tax qualified retirement plan for unused sick pay and vacation pay will be provided at no cost to the District.
- K. **Bereavement Leave:** days off for bereavement for Act 93 Employees shall be the same as provided in the CBA.
- L. **Maternity Leave:** same as provided in the CBA.

Adopted April 10, 2018.  
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 Adopted January 22, 2008

