

RADNOR TOWNSHIP SCHOOL DISTRICT

**ADMINISTRATIVE
COMPENSATION PLAN**

July 1, 2023 through June 30, 2028

Table of Contents

Definitions	1
Term	1
Covered Employees.....	1
Philosophy	2
Performance Evaluations	2
Administrative Salaries.....	2
Basic Salaries.....	2
Salary Increases	2
Salary Adjustments	2
Retirement Savings Plan.....	2
Fringe Benefits.....	3
Medical Coverage	3
Optional Buyout.....	3
Dental Coverage.....	3
Prescription Plan	3
Vision Plan.....	3
Flexible Healthcare Benefit.....	4
Term Life Insurance	5
Income Protection	5
Sick Leave.....	5
Vacation	5
Holidays	6
Tuition Assistance Plan.....	6
Liability Insurance	6
Mileage	6
Life Insurance Benefits for Retirement.....	6
Retirement Notice Incentive	7
Longevity and Continuity Retirement Incentive	7
Miscellaneous.....	7

DEFINITIONS

The following terms, when set forth in this Administrative Compensation Plan in capital letters, shall have the meaning set forth in the following definitions unless the context clearly indicates otherwise:

"BASE SALARY" shall mean the compensation paid to the COVERED ADMINISTRATOR pursuant to Section VI, Paragraph A, of this PLAN, and shall not include payments for extra duty or extracurricular assignments of any nature or type.

"BOARD" shall mean the Board of School Directors of the Radnor Township School District.

"COVERED ADMINISTRATOR" shall mean any administrator who is covered by the express terms of this PLAN. No administrator who is not specifically included in the expressly stated groups shall be covered by this PLAN.

"DISTRICT" shall mean the Radnor Township School District

"EQUIVALENT BENEFITS" shall mean substantially similar benefits, with substantially similar limits and benefit levels, of the described plan and does not include any feature of the plan other than benefits.

"LEVEL II ADMINISTRATORS" shall mean those COVERED ADMINISTRATORS who are designated as LEVEL II ADMINISTRATORS by the DISTRICT.

"PLAN" shall mean this Administrative Compensation Plan. No other documents, policies or procedures shall be deemed to be included in this PLAN except those documents, policies or procedures approved by formal action of the BOARD at a public meeting in accordance with the Sunshine Act and specifically stated to be a part of this PLAN.

"SUPERINTENDENT" shall mean the Superintendent of the DISTRICT or his/her designee.

I. TERM. This PLAN shall be in effect for the period July 1, 2023 through June 30, 2028.

Term 1	July 1, 2023 through June 30, 2024
Term 2	July 1, 2024 through June 30, 2025
Term 3	July 1, 2025 through June 30, 2026
Term 4	July 1, 2026 through June 30, 2027
Term 5	July 1, 2027 through June 30, 2028

II. COVERED EMPLOYEES. This PLAN applies to employees in the following administrative groups, and to no other employees or groups of employees, unless formal action is taken by the BOARD at a public meeting to add others to the coverage of this PLAN:

Central Office Administrators
Principals
Assistant Principals
Directors
Supervisors

- III. PHILOSOPHY.** This PLAN is intended to provide for a fair and adequate compensation and fringe benefits package which incorporates performance evaluation. It is based on the philosophy that a strong, highly competent administrative team is extremely important to carry out the goals of the DISTRICT, and that this team be recognized for the significant responsibilities it fulfills. It is also believed that equitable and competitive compensation is important not only to attracting highly qualified administrators to the DISTRICT, but also to retaining such administrators.
- IV. PERFORMANCE EVALUATION.** Each COVERED ADMINISTRATOR shall be evaluated no less frequently than once per school year.
- V. ADMINISTRATIVE SALARIES**
- a. Basic Salary Plan.**
- i.** If a COVERED ADMINISTRATOR'S performance evaluation rating is satisfactory the COVERED ADMINISTRATOR will receive an annual salary increase, effective July 1 of each term, in accordance with the following terms and conditions:
- Term 1 = 3%
 - Term 2 = 3%
 - Term 3 = 3%
 - Term 4 = 3%
 - Term 5 = 3%
- ii.** If a COVERED ADMINISTRATOR'S performance evaluation rating is unsatisfactory, such COVERED ADMINISTRATOR shall not receive any salary increase.
- b. Retirement Savings Plan.** For each year during the term of this PLAN, the DISTRICT shall make a mandatory employer contribution to each COVERED ADMINISTRATOR'S Section 403(b) or Section 457 program equal to two percent (2%) of the annual salary of each COVERED ADMINISTRATOR, subject to any limitations imposed by applicable law. If the COVERED ADMINISTRATOR contributes two percent (2%) to his/her Section 403(b) or Section 457 account the DISTRICT shall make an additional mandatory employer contribution to each COVERED ADMINISTRATOR'S Section 403(b) or Section 457 program equal to three percent (3%) of the annual salary of each COVERED ADMINISTRATOR, subject to any limitations imposed by applicable law. Each COVERED ADMINISTRATOR shall select a tax-sheltered annuity company and a Section 457 program provider from the DISTRICT approved list. It is understood that the only obligation that the DISTRICT has concerning the Section 403(b) and Section 457 programs is to make the employer contribution.

VI. FRINGE BENEFITS. The DISTRICT shall offer the fringe benefits described below to COVERED ADMINISTRATORS.

- a. Medical Coverage.** The medical coverage shall be the Personal Choice C2F1O1 plan. Any COVERED ADMINISTRATOR who desires such insurance shall pay the following percentages of the premium cost for single, dual or family coverage. The share of the premium to be paid by any COVERED ADMINISTRATOR shall be through payroll deduction, subject to limitations or prohibitions established by applicable law and the terms, conditions and limitation.

Term 1	13.5%
Term 2	13.5%
Term 3	13.5%
Term 4	13.5%
Term 5	13.5%

- i.** Buy-Out – The District will provide a plan offering a cash incentive of \$3,000 on an annual basis to any COVERED ADMINISTRATOR who opts to eliminate participation in the District's group healthcare plans, including the District's medical, dental and prescription coverage. To be eligible under the Buy-Out Option in this section, the employee may not be covered by a family member's District healthcare plan. An employee who opts out under this Section may participate in the District's dental plan by paying for the full COBRA rate for the coverage
- ii.** The medical plan may be modified on an annual basis per Board direction.
- b. Dental Coverage.** The dental coverage shall be single, dual or family coverage for the Delta Dental Plan, or a plan with EQUIVALENT BENEFITS.
- c. Prescription Benefits.** The DISTRICT shall pay the premium for single, dual or family prescription coverage for a \$5/\$10 plan, subject to the following limitations. Notwithstanding any other feature of the aforesaid prescription plans, the following limitations and exclusions shall apply: (i) Oral Erectile Dysfunction medications shall be limited to 6 tablets for a 30-day supply; (ii) prescription drugs related to the diagnosis and therapy of infertility problems shall be limited to a lifetime benefit of \$5,000. Only medications filled after July 1, 2013 will be included in this calculation; (iii) prior authorization shall be implemented for certain medications to ensure these medications are being utilized for the FDA approved diagnosis; (iv) specialty injectables shall be limited to a 30-day supply at the retail pharmacy and mail order facility; (v) drug quantity management shall be implemented to ensure that the number of pills dispensed agree with the FDA approved dosing guidelines and medical literature; and (vi) mail co-pays shall be two (2) times the retail co-pays for three (3) times the dosage.
- i.** The prescription plan may be modified on an annual basis per Board direction.
- d. Vision Benefits.** The DISTRICT will make a Vision Insurance Plan ("the Plan") available to COVERED ADMINISTRATORS. The details of the operation of the Plan shall be as set forth in an Administrative Procedure concerning the Plan, which shall not contradict the following:
- i.** The Plan shall be an employee reimbursement plan whereby COVERED ADMINISTRATORS shall, upon presentation of appropriate documentation of incurred expenses, be reimbursed for approvable expenses for vision care incurred by a COVERED ADMINISTRATOR and/or eligible dependent(s) of a

COVERED ADMINISTRATOR during the periods July 1, 2023 through June 30, 2028 ("the coverage periods").

- ii. The Plan shall require that "eligible dependents of Act 93" shall be the same dependents of a COVERED ADMINISTRATOR who are eligible to be covered by the existing health care plan.
- iii. The Plan shall provide that the maximum aggregate reimbursement for approvable expenses to a COVERED ADMINISTRATOR or on behalf of the COVERED ADMINISTRATOR and/or his/her dependents on account of approvable expenses for vision care incurred shall be no more than One Thousand Dollars (\$1,000) during the coverage period (July 1, 2023 through June 30, 2028). The maximum total reimbursement amount for newly hired COVERED ADMINISTRATOR and/or his/her dependents shall be prorated accordingly.
- iv. The Plan shall provide that in order to be reimbursable, the event that gave rise to the approvable expenses (i.e., performance of the eye examination or refraction, provision of the frame or lens, adjustment of glasses) shall have taken place during the coverage period.
- v. The Plan shall provide that, as a minimum, the following expenses only shall be approvable expenses for which reimbursement(s) may be made up to the maximum aggregate reimbursement amount of One Thousand Dollars (\$1,000) during the coverage period.
 - a. The cost of eye examination and refractive services performed by a licensed doctor of medicine or osteopathy, including an ophthalmologist or a licensed optometrist, including, but not limited to case history, external and internal examination of the eyes, testing visual acuity, determination of binocular measurement and prescribing corrective lenses.
 - b. The cost of post-refractive services of a licensed doctor of medicine or osteopathy, including an ophthalmologist, a licensed optometrist or licensed dispensing optician consisting of facial measurement and other determinations required for ordering lenses and/or frames, adjustment of glasses, and the cost of materials including frames and lenses (including single vision, bifocal, trifocal, aphakic, contact and/or tinted lenses), where required due to loss, damage or breakage to existing lenses or frames or where new or replacement lenses and/or frames are required because there is sufficient loss of visual acuity to warrant a new or changed prescription of lenses.
 - c. The following expenses shall not be approvable expenses of the Plan: the cost of non-prescription sunglasses, medical or surgical treatment, drugs or other medications, services normally provided free of charge, any vision care service covered by existing District insurance policies, services that are not reasonable or necessary, and services not included within the Plan as set forth in Administrative Procedure concerning the Plan.
- e. **Flexible Healthcare Benefit.** Each COVERED ADMINISTRATOR shall determine what portion of the total contributions made is to be allocated into the COVERED ADMINISTRATOR'S Flexible Healthcare Benefit account for reimbursement of eligible medical expenses for the plan year. Allocated amounts not used, as per the Third-Party Agreement, at the end of the plan year are forfeited. The "plan year" is on a calendar year basis.

- f. Term Life Insurance.** The DISTRICT shall provide for each COVERED ADMINISTRATOR group life insurance in an amount that is three (3) times his/her salary, rounded to the nearest thousand-dollar amount. Said group term life insurance coverage shall be subject to the terms, conditions, limitations and exclusions of the group policy selected by the DISTRICT. COVERED ADMINISTRATORS shall have the right to purchase at their sole cost and expense such additional group life insurance as and to the extent that may be allowed by the insurer.
- g. Income Protection.** The DISTRICT shall contribute the full cost of Cigna or equivalent income protection coverage. Because said group policy has a ninety-day (90) waiting period, new COVERED ADMINISTRATORS with less than ninety (90) cumulative sick days shall be covered by the DISTRICT for the waiting period as necessary. This benefit shall be subject to the terms, conditions, limitations and exclusions of the applicable policy. The benefit level shall be sixty per cent (60%) of salary up to a maximum of Seven Thousand Five Hundred Dollars (\$7,500.00) per month.
- h. Sick Leave.** COVERED ADMINISTRATORS shall have available to them paid sick leave days which shall accumulate at the rate of one (1) day for each month in a contract year. The unused portion of sick leave allowance shall accumulate from year to year without limitation. Cumulative sick leave days may be transferred from Pennsylvania districts according to the Pennsylvania School Code of 1949 and amendments. COVERED ADMINISTRATORS who begin their employment after July 1, shall be prorated from their start date through June 30 at one (1) day per month.
- i. Vacation.** Each COVERED ADMINISTRATOR shall earn twenty-four (24) days of vacation for each twelve (12) months of service. The computation period is from July 1st to the following June 30th. Vacation days will be issued July 1. Although these days are awarded at the beginning of the contract year, they are considered earned on a monthly basis (2 days per month). Should the COVERED ADMINISTRATOR not complete a full year with respect to any year of this agreement, they shall surrender without compensation any vacation days awarded which have not yet been earned. COVERED ADMINISTRATORS who begin their employment after July 1, shall be prorated from their start date through June 30 at two (2) days per month.
- i. COVERED ADMINISTRATOR having more than twenty-five (25) vacation days may choose to receive compensation at the per diem rate, for up to ten days if written notification is given to the Director of Human Resources office by June 30. Up to 30 vacation days may be carried over to the following year. No more than thirty (30) unused vacation days shall be paid upon a COVERED ADMINISTRATOR leaving the DISTRICT. Principals may not take more than five (5) consecutive vacation days while school is in session. No COVERED ADMINISTRATOR may take vacation during the week following the close of school or the two weeks before the opening of school without the written permission of the SUPERINTENDENT.**
- ii. Any twelve-month administrator and/or supervisor are to use vacation days in half-day increments. Employees wishing to use vacation days must make a request for scheduled vacation to their supervisor in advance of the desired start date. Special consideration shall be given to emergencies. All vacation schedules are subject to approval by the Superintendent.**

- j. **Holidays.** Each COVERED ADMINISTRATOR shall receive thirteen (13) holidays which shall conform to the holiday schedule for twelve month professional and nonprofessional personnel.

VII. TUITION ASSISTANCE PLAN

- a. The DISTRICT shall assist COVERED ADMINISTRATORS in an amount equal to eighty percent (80%) of the registration fees and tuition costs of approved courses of study, provided that said administrators fulfill the requirements and regulations of the DISTRICT'S Tuition Assistance Plan. No such administrator shall receive more than eighty percent (80%) reimbursement for tuition costs from any and all sources. No such administrator shall be reimbursed for more than twelve (12) credits during the fiscal year. Upon request, reimbursement shall be made at registration, but shall be subject to return if the course is not completed satisfactorily. Such reimbursement shall be subject to repayment to the DISTRICT in accordance with sub-paragraph "b" of this Section.
- b. In the event that a COVERED ADMINISTRATOR who has received reimbursement of tuition pursuant to this Administrative Compensation Plan does not remain employed by the DISTRICT for a period of three hundred and sixty- five (365) days beyond the last day of the course or program for which the employee was reimbursed, the employee shall repay to the DISTRICT the amounts paid pursuant to this provision within a time period mutually agreed upon by the DISTRICT and the employee. An ADMINISTRATOR'S acceptance of tuition reimbursement shall be deemed agreement to all terms and conditions of the Tuition Assistance Plan.

VIII. LIABILITY INSURANCE. The DISTRICT shall provide legal liability and general liability insurance coverage that provides coverage for COVERED ADMINISTRATORS for acts and omissions undertaken in the course and scope of their employment with the DISTRICT. Said policies shall be subject to the terms, conditions, limitations and exclusions of the applicable policies.

IX. MILEAGE. All school business travel requiring the use of a COVERED ADMINISTRATOR'S automobile shall be compensated at the prevailing IRS rate.

X. LIFE INSURANCE BENEFIT FOR RETIREMENT

- a. COVERED ADMINISTRATORS hired by the DISTRICT as COVERED ADMINISTRATORS on or after January 1, 2007, shall not be eligible for and shall not be provided with this benefit. COVERED ADMINISTRATORS who were employed by the DISTRICT as COVERED ADMINISTRATORS on and before December 31, 2006, shall be eligible for the following benefit if they otherwise meet the terms and conditions for entitlement to the benefit.
- b. For the first two (2) years of employment as a COVERED ADMINISTRATOR, the COVERED ADMINISTRATOR shall not be provided with an insurance policy under this provision.
- c. Upon completion of the COVERED ADMINISTRATOR'S second full year of employment by the DISTRICT as a COVERED ADMINISTRATOR, the DISTRICT shall take action to procure a life insurance policy for said COVERED ADMINISTRATOR. The policy shall be in the amount of One Hundred Thousand Dollars (\$100,000.00). The insurance policy will be obtained within a reasonable amount of time; provided, however, that in the event that death shall occur prior to the

time that the policy is procured, no benefits will be provided. Notwithstanding anything herein to the contrary, this provision shall not apply and no insurance is required to be obtained by the DISTRICT with respect to any COVERED ADMINISTRATOR who is not insurable for this purpose as determined by at least two (2) different insurers or who cannot be insured at standard rates as determined by at least two (2) different insurers.

- d. The COVERED ADMINISTRATOR must: (i) be employed by the DISTRICT as a COVERED ADMINISTRATOR for a period of seven (7) full years to vest in the plan and to be eligible for this benefit; or (ii) retire under PSERS. Once fully vested, the COVERED ADMINISTRATOR shall have ownership of his/her life insurance policy.
- e. Upon retirement under the Pennsylvania Public School Employee Retirement System, the COVERED ADMINISTRATOR shall immediately be eligible for the benefits of this plan. Vesting shall not be necessary upon retiring under PSERS.
- f. Notwithstanding anything herein to the contrary, LEVEL II ADMINISTRATORS are not eligible for this benefit

XI. RETIREMENT NOTICE INCENTIVE. In recognizing the importance of having all of the critical Administrative positions properly staffed, the District is offering a retirement submission incentive to any COVERED ADMINISTRATOR who provides 6 months or more notice of their intention to retire. The eligible employee will receive a \$3,000 incentive payment, to be paid in their last pay prior to their retirement, assuming the employee retires on the date that was announced at least 6 months in advance

XII. LONGEVITY AND CONTINUITY INCENTIVE


- a. The District will offer partial single premium coverage of retiree health care benefits (medical, prescription, and dental coverage) for the District health care plan provided to COVERED ADMINISTRATORS upon retirement under the following eligibility conditions:
 - i. Retiree must retire into the PSERS system; and
 - ii. Retiree must have a minimum of eleven (11) years of service within the District of which seven (7) years of service must be as an RTSD Act 93 COVERED ADMINISTRATOR.
- b. The share of the premium to be paid by the District towards the retiree's health care premiums shall be sixty (60%) percent of single coverage premiums for medical, prescription, and dental District health plans provided to COVERED ADMINISTRATORS and shall be provided to eligible retirees for seven (7) years following retirement or until the retiree is Medicare eligible, whichever comes first.

XIII. MISCELLANEOUS

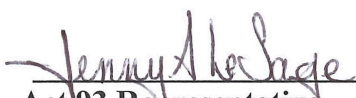
- a. **Review of PLAN.** This PLAN shall be reviewed annually by a group of COVERED ADMINISTRATORS and representatives of the BOARD to ensure that the intent of the parties with respect to the aforementioned benefits are in fact being realized. This review is to take place prior to April 30 of each fiscal year.
- b. **Change in Job Titles or the Organization of the DISTRICT Administration.** Nothing in this PLAN shall be construed as a limitation or prohibition of the BOARD'S management prerogatives, the BOARD'S authority to change job titles, or the BOARD'S power to change the administrative organization of the DISTRICT. In the event that the

BOARD changes job titles or the organizational structure of the DISTRICT administration, appropriate changes shall be made to this PLAN.

- c. **Accretion of COVERED ADMINISTRATORS.** In the event that the COVERED ADMINISTRATORS or any individual employee believes that an employee or group of employees that is not covered by this PLAN should be COVERED by this PLAN, written notice to that effect shall be submitted to the SUPERINTENDENT, with a copy to the Personnel Director. In consultation with legal counsel, the SUPERINTENDENT shall investigate the matter and shall make a recommendation to the BOARD. If it is determined that an employee or group of employees is to be added to the coverage of this PLAN, representatives of the BOARD shall meet with representatives of the COVERED ADMINISTRATORS to determine the compensation and benefits that will be provided to said employee or group of employees. Except as expressly and specifically agreed upon and approved by the BOARD at a public meeting, coverage of any additional employee or group shall be prospective only.
- d. **Applicability of PLAN.** It is the specific intent of the BOARD that this PLAN applies only to those COVERED ADMINISTRATORS who are employed by the DISTRICT on the date that this PLAN is adopted by the BOARD at a public meeting and that none of its provisions applies to any former employee; provided, however, that retiree health care or medical benefits for prior retirees that are indexed to this PLAN shall be provided with the level of benefits called for in this PLAN and shall be subject to change in accordance with the terms and conditions of this PLAN. Nothing in the PLAN shall be construed as a requirement to provide any benefit to any retiree unless the retiree was eligible for and is being provided with benefits under the express provisions of any prior administrative compensation plan, and subject to the terms, conditions, and limitations of said plan.


Act 93 Representative


School Board President


Act 93 Representative


School Board Vice President

