

Career Technology Center of Lackawanna County

Compensation Plan/Conditions of Employment

for

School Administrative Team

July 1, 2024 - June 30, 2029

## Introduction

The Joint Operating Committee and the Administrative Team of the Career Technology Center of Lackawanna County share a common mission. This mission is to prepare graduates for entry level employment and/or postsecondary training and who will continue to be productive members of a skilled workforce in the 21st century. It is the intent of the Joint Operating Committee and the Administrative Team to agree upon a system of compensation that recognizes the responsibilities of the Administrative Team and acknowledges the contributions they make in fulfilling this mission. The Joint Operating Committee and the Administrative Team acknowledge that the Administrative Team is responsible for efficiently delivering career and technical education. The Administrative Team devotes time and energy beyond the normal workday and workweek to accomplish this. The Joint Operating Committee and the Administrative Team are committed to a system of fair and equitable compensation, recognize the Administrative Team's dedication, and compensate individuals in a timely manner. This plan aims to arrive at a multi-year agreement that satisfies the needs of the Career Technology Center, the Joint Operating Committee, and the Administrative Team.

## COMPENSATION PLAN

### 1. PERSONNEL

The compensation plan/conditions of employment apply to the following positions:

- Director of Practical Nursing
- Supervisor of Career and Technical Education
- Assistant Principal
- Special Needs Coordinator
- Director of Operations
- Continuing Education Coordinator
- Career Resource Coordinator
- Positions created by the Joint Operating Committee that are covered by Act 93.

### 2. WORK YEAR

- A. The Work Year shall comprise the period of July 1 through June 30.
- B. The Work Year shall consist of 260 days for 12-month employees.

### 3. WORK CALENDAR

Holiday Schedule:

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- President's Day
- Good Friday
- Easter Monday
- Memorial Day
- Fourth of July
- 5 Flexible Holidays

### 4. TRAVEL EXPENSE

- A. Employees who are required to use personal vehicles during employment shall be reimbursed at a rate no less than the rate published by the Internal Revenue Service as the allowed standard flat rate for personal income tax deduction purposes.
- B. Actual expenses incurred while performing duties associated with the job description necessary to promote or represent the Career Technology Center and its best interest or required by the Career Technology Center will be reimbursed and paid according to the policies laid forth.

## 5. COMMUNITY SERVICE ORGANIZATIONS/PROFESSIONAL ORGANIZATIONS

- A. The employer will pay for membership in community service organizations and professional organizations pertaining to the employee's responsibilities. The total cost shall not exceed \$650 per year per employee.
- B. All organizational memberships must receive approval from the Administrative Director, whose decision is final.

## 6. CREDIT REIMBURSEMENT

- A. The Career Technology Center strongly supports the improvement of all staff members and promotes efforts to improve an individual's competence. With that in mind, the Career Technology Center agrees to pay for collegiate courses that would provide professional growth.
  - i. The reimbursement rate shall be 100% of Temple University credit costs at the level of pursuance.
  - ii. A maximum of 12 credits per work year are reimbursable during any work year.
- B. Credits taken shall be in either the employees':
  - i. Area of professional responsibility
  - ii. Fields or areas of certification in the field of education to improve teaching/administrative skills or educational qualification;
  - iii. Required by a program approved by the Administrative Director as filling a special need of the school;
  - iv. Required to complete an advanced degree;
  - v. For additional areas of certification for an existing teaching/administrative position or a different professional position in guidance, supervision, or administration within the school or
  - vi. As required to maintain an active professional certificate.
- C. The course must be with the prior written approval of the Administrative Director. Courses required for an advanced degree or program identified in Section 6: B will be approved.
- D. Reimbursement shall be made within a period of 30 days from the date the employee submits evidence of satisfactory course completion to the Administrative Director.
- E. Satisfactory course completion shall mean attainment of a grade of "B" or better, "Pass" in Pass/Fail courses, or evidence of substantial progress in the doctoral dissertation process.
- F. Any tuition reimbursement shall be subject to the employee remaining as an employee at the Career Technology Center of Lackawanna County for at least three (3) years after completion of the course for which tuition reimbursement was paid. Any employee leaving employment less than three (3) years after completion of the course shall be required to repay the Career Technology Center of Lackawanna County as follows:
  - G. The employee remains two (2) years but less than three (3) years - employee shall pay back fifty (50%) percent of the amount of tuition reimbursement;
  - H. The employee remains more than one (1) year but less than two (2) years - employee shall pay back seventy-five (75%) percent of the tuition reimbursed; and
  - I. The employee remains less than one (1) year - employee shall pay back one hundred (100%) percent of the tuition reimbursed.

## 7. VACATION

A. Vacation time for 12-month employees listed in Section I will be:

- |                              |                   |
|------------------------------|-------------------|
| i. 5 months to under 5 years | 2 weeks, prorated |
| ii. 5 to under 10 years      | 3 weeks           |
| iii. 10 to 20 years          | 4 weeks           |
| iv. Over 20 years            | 5 weeks           |

Vacation time will be prorated from the start date to June 30 of that fiscal year.

- B. Vacation will be awarded on July 1 of each year based on the prior year of service.
- C. Vacation time may be scheduled with the approval of the Administrative Director.
- D. Vacation time is to be scheduled so as not to impede the operation of the Career Technology Center.
- E. Up to 2 weeks of vacation time may be taken a day at a time.
- F. Vacation may not be accumulated. Five (5) days of unused vacation for employees with more than five (5) years of service and less than ten (10) years of service may be cashed in for payment at the employee's current per diem rate. Ten (10) days of unused vacation for employees with more than ten years of service may be cashed in for payment at the employee's current per diem rate. All other unused vacation time will convert to sick leave on July 1 of each year.
- G. When an employee leaves, vacation time will be prorated from July 1 to the date the employee leaves.

## 8. PERSONAL LEAVE

- A. Each work year, employees listed in Section 1 shall be granted three (3) personal leave days with pay each work year to be used at the discretion of the employee.
- B. Personal leave may not be accumulated. Unused personal leave will be added to sick leave
- C. Personal leave shall be prorated for any employee who commences employment after the beginning of the School Year.

## 9. SICK LEAVE

- A. Each work year, 12-month employees shall receive twelve (12) days of paid sick leave.
- B. Each work year, 10-month employees shall receive ten (10) days of paid sick leave.
- C. Unused sick leave shall be accumulated yearly as provided in the School Code.
- D. Not later than September 30 of each school year, the Career Technology Center shall provide each employee a copy of a cumulative record of sick leave credited to and used by the said employee as of the preceding June 30.

## 10. BEREAVEMENT LEAVE

- A. Whenever an employee shall be absent from duty because of a death in the immediate family of said employee, there shall be no deduction in the salary of said employee for an absence not in excess of three (3) days. The Joint Operating Committee may, at its discretion, extend periods of absences by up to (2) days with pay as the exigencies of the case may warrant. The immediate family members shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, son-in-law, daughter-in-law, or near relative who resides in the same household or any person with whom the employee has made his/her home.

- B. Whenever an employee shall be absent from duty because of the death of a near relative, there shall be no deduction in the salary of said employee for absence not in excess of one (1) day. A near relative shall be defined as a first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.

#### 11. UNCOMPENSATED LEAVE

- A. Uncompensated leave may be taken for the purposes of study or personal business.
- B. All applications are subject to approval by the Joint Operating Committee, whose decision shall be final.

#### 12. SABBATICAL LEAVE

Leave for restoration of health and leave of absence for professional development shall be granted in accordance with School Code.

#### 13. OTHER LEAVES

Other leaves will be allowed by law.

#### 14. HOSPITAL AND MEDICAL INSURANCE

- A. The Career Technology Center shall pay one hundred percent (100%) of the premium cost of Blue Care, PPO Plan, or equivalent for individual coverage for employees selecting coverage.
- B. The Career Technology shall pay one hundred percent (100%) of the additional premium cost of Blue Care PPO Plan, or equivalent, for individuals selecting family or dependent coverage.
- C. The Career Technology Center will make the Blue Care Traditional plan available to the employee as an option if it is available through the carrier. Employees electing this coverage will pay the difference in premium cost between the Traditional plan and the plan outlined in 1 and 2. These premium payments will be made by payroll deduction for employees electing this plan.

##### Dental Insurance

- A. The Career Technology Center shall pay one hundred percent (100%) of the premium cost for a Basic Dental Insurance Program of individual coverage for employees selecting Coverage. In addition, the employer shall pay one hundred percent (100%) of the premium cost for the Supplemental Basic rider for such individual coverage.
- B. The Career Technology Center shall contribute to the additional premium cost for employees selecting family or dependent Basic Dental and Supplemental Basic Rider coverage. The employer's contribution per employee family for such additional coverage shall not exceed Seventy-Five Dollars (\$75) above the monthly premium cost for individual coverage. Premium costs in excess of the maximum shall be paid by the employee.

##### Vision Insurance

- A. The Career Technology Center shall pay one hundred percent (100%) of the premium cost of the Vision Benefits of America Managed Vision Care Zero Co-payment Program, or equivalent, for the employee and his/her dependents.

## 15. LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT

- A. The Career Technology Center will provide life insurance for each employee in the face amount equal to the employee's salary rounded up to the nearest thousand.
- B. The Career Technology Center will pay 100% of the premium for employees identified in Section 1.
- C. The amount of this insurance shall be reduced by one-half (1/2) at age sixty-five.
- D. The Policy will provide for accidental death and dismemberment.

## 16. INCOME PROTECTION/LONG-TERM DISABILITY

- A. The Career Technology Center will provide disability income protection for each employee identified in Section 1 with a benefit level equal to 60% of the employee's salary.
- B. Coverage will begin after 180 consecutive calendar days of absence due to sickness or injury.
- C. Benefits will be subject to all limitations and exclusions in the applicable Master Contract.
- D. The Career Technology Center will pay 100% of the premium.

## 17. UNUSED SICK PAY

- A. Employees identified in Section 1 shall receive a lump sum payment upon the number of unused accumulated sick leave upon death or retirement. This entitlement shall be computed as follows:
  - i. Fifteen dollars (\$15) per day above the established contractual rate in effect for professional employees at the time of retirement or one-third of the employee's per diem rate, whichever is greater.
  - ii. The maximum number of unused sick days to be claimed is one hundred eighty (180) days.

## 18. RETIREMENT INSURANCE

Employees who retire under any of the retirement provisions of the Pennsylvania Public School Retirement System and who have at least five (5) years of service with the Career Technology Center of Lackawanna County will receive continuance of health insurance benefits for the employee or employee and spouse not to exceed five (5) years in effect at the time of retirement and not to exceed the Medicaid eligibility date.

19. COMPARABLE BENEFITS

Benefits identified in the negotiated agreement between the Joint Operating Committee and the professional employees of the Career Technology Center shall be minimum benefits for the Administrative Team.

20. COMPENSATION PLAN

- A. Salaries and related compensation for administration have been determined by “Meet & Discuss” procedures between the JOC and the administrative team. Factors that have contributed to the compensation plan include:
  - Additional time and increased responsibilities that an administrator has in a year round position;
  - The average salaries and responsibilities of CTCLC’s member districts’ administrators including the salaries of new administrative members in the member districts;

The JOC agrees to set the salaries for the Administrative Team as follows for the 2024-2025 School Year:

Assistant Principal	\$90,424.87
Career Resource Coordinator	\$53,360.62
Continuing Education Coordinator	\$90,882.07
Director of Operations	\$68,948.96
Director of Practical Nursing	\$89,750.64
Special Needs Coordinator	\$77,863.13
Supervisor of Career and Technical Education	\$89,750.64

- B. For each subsequent year of the contract, a pot of dollars equal to the average annual increase of the Act 93 employees of the eight-member school districts will be allocated for each year of this agreement, with the minimum being no less than 2% and the maximum being no more than 3%. The CFO will poll the member districts in June of each year and present the data to the Act 93 group for concurrence. Determination of the individual employee increases will be at the discretion of the Administrative Director based on each employee's annual evaluation and other factors.
- C. Increases in compensation shall begin July 1 of each year.