

Mountain View School District



Act 93 Second Line Administrator Agreement

July 1, 2023 - June 30, 2029

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Effective the date of this agreement the employee shall contribute toward the health insurance premium as follows: 7% (2023-2024), 7% (2024-2025), 8% (2025-2026), 8% (2026-2027), 8% (2027-2028), and 8% (2028-2029). This will be deducted pre-tax over twenty-four (24) equal pays throughout the plan year.

ii. Dental Insurance

The Board shall provide individual dental insurance for the employee with the option of payroll deduction for any plan above an individual plan. The difference in pricing between an individual plan and the selected plan will be deducted pre-tax over twenty-four (24) equal pays throughout the plan year.

iii. Vision Insurance

The Board shall offer group vision insurance with the option of payroll deduction for any and all plans. The selected plan will be deducted pre-tax over twenty-four (24) equal pays throughout the plan year.

e. Insurance Opt-Out

Voluntary Buyback

To be eligible for the voluntary buyback, an administrator shall provide written documentation that he/she maintains health coverage under another plan or subscribership and therefore will not need the medical insurance coverage provided by the district. Such proof must be presented at the time he/she applies for the waiver. The administrator shall apply for the waiver in writing by April 1st.

An administrator who is eligible for health benefits provided and paid for by the district may voluntarily waive hospital/surgical and medical coverage. In exchange for this annual waiver, the district shall pay the eligible administrator \$2500 per year. **Payment by the district of the \$2500 buyback shall be paid each July 15th or during the federal enrollment period if being deposited to the 125 Plan of the year following the annual waiver. If this is a mandatory buyout, payment will be made with the first pay of the fiscal year or during the federal enrollment period if being deposited to the 125 Plan.** Administrators receiving the voluntary buyback payment may decide whether to receive the payment by payroll check, a deposit into the administrator's 403b plan, or a deposit into a 125 Plan established by the district. New hires shall be eligible for pro-ration during their first year of coverage, based upon their date of eligibility.

Should a life-changing event occur (as defined by the current health insurance carrier of record) that would require the district to reinstate coverage for an administrator who selected the voluntary buyback, the district will pay him or her a monthly prorated portion of the \$2500. The pro-rated payment shall be paid no later than July 15th of the year following the buyback.

f. Liability Insurance

Liability Insurance will be available as provided by the carrier.

g. Mileage Reimbursement

The Board agrees to reimburse administrators the maximum, non-taxable Internal Revenue Service (IRS) rate allowable by the IRS for the use of personal vehicles.

h. Plan 125

The district offers an IRS Section 125 plan and flexible spending accounts for medical expenses and dependent care to members of the administration.

i. Tuition Reimbursement

Full-time administrative employees may, in addition to their regular salary, earn a credit reimbursement for course work taken at an approved institution, according to the following stipulations:

- The fiscal school year is considered to be July 1 to June 30.
- Reimbursement will be at 100% for a grade of “A”, 80% for grade of “B”. Courses graded as a Pass/Fail will be reimbursed at 85%. Reimbursement is limited to \$3,000 per fiscal school year.
- The administrator who anticipates taking courses with the credit reimbursement in mind should complete a pre-approval form which can be secured from the business office and be returned in time to allow the superintendent fifteen (15) days to evaluate the request and notify the administrator prior to starting the course regarding reimbursement status. Late approval may be given at the discretion of the superintendent in mitigating circumstances.
- This form will list the course title, the institution of learning, and the number of credits to be taken. Within sixty (60) days of course completion, the applicant will provide documentation providing the grade earned, and proof of payment. If mitigating circumstances prevent submission of such documentation within the sixty (60) day time limit, the applicant shall submit written notification to the superintendent to extend the time period for payment. No credit will be given toward the reimbursement for incomplete or failed courses. No reimbursement will be paid where there is no tuition expense.
- Credits will be accepted only from institutions approved by the Pennsylvania Department of Education for certification purposes.
- Credits must be earned in the applicant's field of assignment or with superintendent approval courses directly related to the administrator's field of assignment. These credits must be at the graduate level.
- An administrator who is working under emergency certification only will not be eligible unless the course will help qualify the administrator for regular certification in his/her field of assignment.

- If an administrator leaves the employment of the district within 18 months of receiving reimbursement for a completed course(s), the administrator shall, in turn, fully reimburse the district for the money paid to the administrator for any course taken during that eighteen-month period.

j. Unused Sick Days

During the term of this contract period, any administrator with at least ten (10) years of service in the district shall be entitled to receive additional remuneration at the end of his/her final year of service for unused sick days. The additional remuneration will be calculated as follows:

Unused Sick Days	Amount Per Day
# of sick days	\$70.00

For example, an administrator with 155 sick days at the time of his/her last day of service shall be remunerated by the following formula:

$$155 \text{ days} \times \$70 = \$10,850$$

Payment will be made in two (2) equal payments on or before January 15th of the first and second year after service. All payments shall be made to the District’s 403b account.

IV. Leaves

a. Bereavement Leave

Whenever a full-time employee shall be absent from duty because of a death in the immediate family or step-family of said employee, there shall be no deduction in wages/salary or benefits of said employee for an absence not in excess of three (3) days. The Superintendent or his/her designee may extend the period of absence with pay at his/her discretion as the circumstances of the case may warrant. Members of the immediate family or step-family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, step-parents, step-children, step-siblings or near relatives who reside in the same household, or any person with whom the employee has made his/her home.

Whenever a full-time employee is absent because of a death not in the immediate family or step-family but of a near relative, there shall be no deduction in the wages/salary or benefits of said employee for absence not in excess of one (1) day. The Superintendent or his/her designee may extend the period of absence with pay at his/her discretion as the circumstances in the case may warrant. A near relative shall be defined as first cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

b. Delayed Start, Early Dismissals, Snow Days

In the event of an emergency resulting in a delayed start, an early dismissal, school cancellation for snow or other emergency conditions, administrative employees will adhere to the time commitment of the professional staff.

c. **Holidays**

Holidays will follow the teacher's contract during the school year.

d. **Jury Duty**

An administrative employee of the school district who is called for jury duty will receive the payment of his or her normal salary. The employee shall pay to the district the jury duty pay given to him/her during the period of jury duty excluding reimbursement for mileage and meal allowance.

e. **Legal Leave**

When subpoenaed, employees shall be granted paid leave to appear or participate in legal proceedings related to employment, unless the employee is in an adversarial position to the district. Any payment received by the employee for being a witness shall be reimbursed to the district.

f. **Personal Days**

Administrative employees shall be permitted five (5) days per school year of absence from duty, for personal reasons, without loss of pay. Personal leave days taken during the first or last week of school, or immediately preceding or immediately following a vacation or holiday, require the prior approval of the superintendent upon receipt of a written request. The administrative employee's unused personal days shall be accumulated up to ten (10) days. Any days over the limit of ten (10) days will be converted to sick days.

g. **Sabbatical Leave**

Sabbatical leaves will be available per provisions defined in the Public School Code.

h. **Sick Leave**

Ten (10) sick leave days will be provided as defined in the Public School Code.

i. **Unpaid Leave**

An administrator may request unpaid leave for up to five days of absence by written request to the superintendent prior to the time requested. The superintendent shall approve or disapprove the request. Unpaid leave requests in excess of five days must be submitted to the Board for consideration.

j. **Vacation**

Five (5) vacation days will be provided per fiscal year. Unused vacation days can be accumulated to a maximum of ten(10) days. Any accumulated days above ten (10) will be converted to sick days, as of June 30 or the end of the current fiscal year.

k. Workers Compensation

Administrators who are injured on the job and who are found eligible for Workers' Compensation Benefits shall be eligible for benefits consistent with the Pennsylvania Statutes which govern the same.

Absence from duty for administrators who have been determined eligible for benefits shall not be charged against the employee's sick leave during the period of eligibility.

V. Salary

2022-2023	\$51,876.73
2023-2024	\$56,000.00 - 1 time adjustment
2024-2025	\$57,680.00 - 3%
2025-2026	\$59,410.40 - 3%
2026-2027	\$61,192.71 - 3%
2027-2028	\$63,028.49 - 3%
2028-2029	\$64,919.35 - 3%