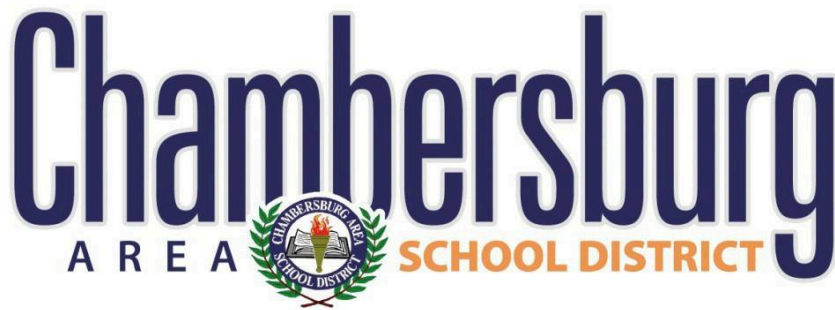




## **COMPENSATION and BENEFITS PLAN FOR ACT 93:**

### **ADMINISTRATORS, SUPERVISORS, COORDINATORS & SUPPORT MANAGERS**

**July 1, 2024 to June 30, 2029**

#### **INTRODUCTION**

Through Meet-and-Discuss sessions, the Chambersburg Area School District has developed a **Compensation Program for Administrators, Supervisors, and Coordinators & Support Managers**. The development of the program was based on the following concepts:

- Recognition and compensation commensurate with the level of responsibility within the organization
- Maintenance of competitive program within the Commonwealth of Pennsylvania and identified Peer Groups
- Encouragement to achieve District goals
- Motivation and reward for professional development

#### **SECTION I: ACT 93 EMPLOYEES AND POSITIONS/SALARY RANGES**

Positions in the Act 93 group shall exist in two (2) tiers, and salary ranges for such positions are set forth in Administrative Regulations, used to define how Act 93 salaries are executed:

- **Tier 1** employees shall consist of Administrators, Supervisors, and Coordinators and will be placed on one of the four (4) Levels listed in Administrative Regulations for Tier 1 employees.
- **Tier 2** employees will be placed on one of the four (4) levels for Support Managers described in Administrative Regulations. Head Teachers are not part of this Agreement.

## **SECTION II:**

## **ADMINISTRATION OF RIGHTS & BENEFITS**

### **SALARY INCREASES**

Salary ranges for all positions covered by this Plan are set forth in Administrative Regulations. These ranges will be in effect for the duration of the Plan with the understanding that ranges will be reviewed as part of the adoption process for a new plan.

Every Act 93 employee who is rated as "satisfactory" or above will be eligible for an increase to their annual base salary up to the maximum for the salary range established for each level in each tier as follows:

|               |      |
|---------------|------|
| July 1, 2024: | 3.0% |
| July 1, 2025: | 3.0% |
| July 1, 2026: | 3.0% |
| July 1, 2027: | 3.0% |
| July 1, 2028: | 3.0% |

An employee who is at the maximum salary in their particular range will be eligible for the amount of the 3.0% increase that is above and beyond that maximum salary each year of this Agreement based on a satisfactory rating. That stipend will be paid over 26 pays and not added to the prior year's base salary.

### **Additional Adjustments**

#### **Additional Compensation for Educational Advancement**

Employees are eligible for additional compensation added to their base salary upon submission of all required documentation to the Department of Human Resources as follows:

|                |            |
|----------------|------------|
| • Master's     | \$1,550.00 |
| • Master's +30 | \$ 800.00  |
| • D.Ed.        | \$1,550.00 |

### **CONTRACT DAYS**

All employees in the Act 93 group shall work a total of 248 days for each contracted school year of this Agreement.

### **HEALTH CARE INSURANCE**

#### **Medical**

The District will offer to all Act 93 employees a Qualified High Deductible Health Plan (QHDHP) Plan for themselves and qualified dependents as follows:

- Annual deductibles;
  - Employee Only: \$1,800.00
  - Employee Plus 1, up to Family: \$3,600.00
- The deductible levels in the QHDHP will rise according to IRS-established minimum deductibles for a qualified high deductible healthcare plan.
- A Health Savings Account (HSA) will be established for all eligible employees on the QHDHP, with an annual employer contribution equal to 40% of the deductible.
- A Limited Purpose Flexible Spending Account (FSA) and a Dependent Care Account shall also be available.
- If an Act 93 employee elects to opt out of the District's health insurance coverage for the term of this Agreement and in lieu of the District's obligation to provide health insurance coverage for said employee and/or his or her eligible dependents, the District shall pay the employee **\$2,000** annually as additional compensation during each year of the Agreement. Any employee who chooses to opt out of the District-provided health insurance coverage must first provide the District's Human Resources Office with documented proof that said employee has other insurance coverage. It is understood and agreed that an employee who opts out of the District's health insurance plan may re enroll in said plan in the event that said employee experiences a qualifying event.

### **Vision/Dental Insurance**

Vision and dental coverage will be offered to all Act 93 members at the same benefit level as outlined in the collective bargaining agreement for teachers (CAEA).

### **Medical Benefits Upon Retirement\***

A payment of \$3,500.00 per year will be contributed to a 403B or 457 account of the employee's choice. The contribution to the 403B/457 account will be prorated based on start date and/or severance date (if severance is prior to the end of the employee's scheduled work year).

An additional payment per year will be contributed to a 403B or 457 account of the employee's choice. This additional contribution to the 403B/457 account will be based on the following criteria:

- Beginning in the Act 93 employee's 11<sup>th</sup> year in Act 93, an additional \$500.00 will be contributed each year until the next tier is reached.
- Beginning in the Act 93 employee's 21<sup>st</sup> year in Act 93, an additional \$1,000.00 will be contributed each year until the next tier is reached.
- Beginning in the Act 93 employee's 26<sup>th</sup> year in Act 93, an additional \$1,500.00 will be contributed.

\*"Retirement" is defined under the guidelines of the Pennsylvania Public School Employees' Retirement System (PSERS).

## **LEAVE BENEFITS**

*With the exception of Bereavement Leave, all leave benefits will be prorated based on start date and/or severance date (if severance is prior to the end of the employee's scheduled work year).*

### **a. Bereavement Leave**

Bereavement Leave will be at the same benefit level as outlined in the collective bargaining agreement for CAEA.

### **b. Childrearing Leave**

One (1) year maximum unpaid/no benefits [beyond those provided to eligible employees under the Family and Medical Leave Act (FMLA)]. Employees who are on an unpaid child rearing leave in excess of 50% of their work year will not be eligible for any salary increase in the following year.

### **c. Leaves Without Pay**

Upon request and approval, employees may be eligible for a leave without pay or benefits, subject to eligibility and requirements of the Family and Medical Leave Act (FMLA), for a maximum of one (1) year for extraordinary medical or personal issues as determined by the Human Resources Department. Evaluations will be conducted for the year preceding the leave without pay. Upon return from the leave without pay, the rating from the preceding year will be used to determine the performance component of the salary if applicable. Employees who are on an unpaid leave in excess of 50% of their work year will not be eligible for any salary increase in the following year.

### **d. Personal Leave**

Four (4) days credited on July 1 with accumulation to eight (8) days

### **e. Sabbatical Leave**

Act 93 members will be eligible for Sabbatical Leave after seven (7) years of service according to CASD policy.

- **Full year:** Evaluations will be conducted for the year preceding the sabbatical year. Increases will be included in the salary of the sabbatical year. The administrator will receive one-half (1/2) of salary during the sabbatical year. Upon return from sabbatical, the administrator will receive the percentage of increase for the year. The rating from the preceding year will be used to determine the performance component of the salary, if applicable.
- **Half Year:** Evaluations will be conducted for the year preceding the sabbatical year. Increases will be included in the salary for the sabbatical year. The administrator will receive one-half (1/2) of salary

- for the period while on sabbatical leave and full salary for the time on duty. At the end of the year, evaluations will be made for the time on duty. The performance component will be rated and scored. The result will be the performance component for that year if applicable.

**f. Sick Leave/Family Sick Leave**

All Act 93 employees will receive 13 days credited on July 1.

Employees may submit a maximum of 100 sick leave days at \$75.00 per day for reimbursement upon retirement or death in service. [Retirement is defined under the guidelines of the Pennsylvania Public School Employees' Retirement System (PSERS)].

As per School Board policy, District payment for all leaves paid upon a qualified retirement will be transferred to a 403B/457 account of the employee's choice.

**g. Sick Leave Bank**

Participation in a Sick Leave Bank is optional for all Act 93 personnel. Such Sick Leave Bank is not administered by the District. Rather, such responsibilities belong to a Sick Leave Bank Committee appointed by the Act 93 group.

**h. Vacation**

- Act 93 employees will receive 20 vacation days, which are credited up front on July 1.
- All employees may carry over vacation up to a maximum of 10 days. Vacation days from the previous year may be used through December 31<sup>st</sup> of each year. If any unused vacation days remain upon retirement or death in service, up to 20 days may be submitted for reimbursement at the daily rate of pay. As per School Board policy, District payment for all leaves paid upon a qualified retirement will be transferred to a 403B/457 account of the employee's choice.

**i. Flexible Days**

- All Act 93 employees will receive two (2) flexible days to be used on scheduled calendar days that school is closed or upon any other work day with supervisor approval.

## **MISCELLANEOUS BENEFITS:**

### **a. Activity Pass**

Chambersburg Area School District Activity Pass (current Employee ID Badge) valid for Act 93 employees and one (1) guest to be used at CASD school events.

### **b. Death Benefit**

If an Act 93 employee should die prior to termination of service, the School District shall pay to the employee's beneficiary a death benefit in the amount of \$100,000.

### **c. Retirement**

Participation in the Pennsylvania Public Employees' Retirement System (PSERS)

### **d. Professional Association & Professional Dues**

- The District institutional membership in P.A.S.A. offers our Administrators, Supervisors, and Coordinators a reduced fee.
- Employees are eligible for reimbursement annually for membership in one (1) or more professional organizations not to exceed the membership fee for that school year of the National Association and Pennsylvania Association of Elementary and Secondary School Principals.

### **e. Travel Reimbursement**

Paid at the prevailing IRS rate and in accordance with District policy and procedures.

### **f. Long-Term Disability**

Employees covered by this Agreement will be provided with Long-Term Disability Insurance. The benefit schedule includes 50% of monthly salary (to a max of \$5,000) per month for 60 months. This benefit required the employee to be off work 90 consecutive days before payments begin. This program will terminate when the employee voluntarily or involuntarily leaves employment as an Act 93 administrator with the District.

### **g. Tuition Reimbursement**

- The reimbursement of tuition shall be at the maximum of the doctoral program tuition rate for Shippensburg University.
- At the discretion of the Superintendent of Schools and/or Cabinet member, Act 93 employees may be afforded the opportunity to attend, at no cost to the employee, state and national conferences.

- With prior supervisory approval, all eligible Act 93 members may be reimbursed for required continuing education/professional licensure fees, etc., associated with the employee's core responsibilities.
- Reimbursement for doctoral classes and dissertations must be completed within five (5) years from start date. Exceptions may be granted by the Superintendent.
- Tier II employees also have the option of receiving \$160 per 45 hours (or equivalent three (3)-credit course) of continuing education in a certification or educational program related to their job responsibilities. The lifetime maximum benefit for this additional compensation is \$3,950.
- An employee who leaves the District for any purpose other than retirement from PSERS must pay back 100% of the tuition if the departure is within one (1) year of the course completion date as indicated on the pre-approval form, or 50% of the tuition reimbursement if the departure is within two (2) years of the course completion date as indicated on the pre-approval form.

### **CLAIMS, SUITS, ACTIONS, AND LEGAL PROCEEDINGS:**

Consistent with the provisions of applicable law and the District's insurance policy, the District shall defend, hold harmless, and indemnify Act 93 administrators from any and all demands, claims, suits, actions, and legal proceedings brought against the administrator in their individual capacity or official capacity as agent and employee of the organization, provided the incident arose while the Act 93 employee was acting within the scope of their employment.

### **EXCEPTIONS TO CONTRACT DAYS/RIGHTS & BENEFITS:**

Any exceptions to the above-listed contract days and Rights & Benefits must be approved by the Superintendent and Act 93 representatives.

## **SECTION III: ACT 93 PERFORMANCE EVALUATIONS**

### **A. Performance Evaluation**

The periodic evaluation of administrators is a management tool which enables rating personnel to formalize and provide feedback to staff members concerning the degree to which they have met the expectations of their job descriptions, which includes, but is not limited to, providing instructional leadership, completing administrative tasks, responding to District needs, taking responsibility for school events, demonstrating

effective management, and effective communication skills. In addition, staff members will be responsible for developing and implementing administrative objectives/goals that deal with special needs and improve the administrator's areas of responsibility as the major emphasis of this component. Recommendations for improvement and creative solutions will be sought. Objectives will be written to reflect District, school, and personal needs.

**B. Act 93 Performance of Job Description**

Every Act 93 employee will receive a performance rating for the year that will be based on the results of a job description performance evaluation conducted by the Superintendent or designee.

**C. Evaluation Schedule**

*No later than the end of the first (1st) marking period:*

1. The Act 93 employee and the Superintendent or his/her designee will meet to finalize the employee's individual objectives.
2. Individual objectives will be related to the District goals established by the Board of Directors, plus other objectives deemed appropriate by the Superintendent or his/her designee.
3. The Superintendent or his/her designee will have the final decision on the make-up of individual objectives.
4. The individual objectives will be committed to writing on the individual objectives form.

*At the discretion of the employee's direct supervisor, but no later than the mid-point of the third (3rd) marking period:*

1. The Act 93 employee and the Superintendent or his/her designee shall have a mid-year conference to discuss progress, performance, difficulties and changing conditions.
2. Objectives may be changed as a result of the conference. Any changes will be committed to writing with copies to the employee and the Superintendent or his/her designee.

*By the deadline established by the Superintendent of Schools or his/her designee:*

1. The Act 93 employee and Superintendent or his/her designee will meet to finalize the evaluation for the year. This will include:

- a. A draft copy of the performance evaluation report completed by the Superintendent or his/her designee.
- b. A written summary of progress towards individual objectives by the employee.[This should be provided to the Superintendent or his/her designee five (5) days in advance of the conference.]
- c. A copy of the individual objective's performance report completed by the Superintendent or his/her designee at the conference.

***All performance evaluation forms should be submitted to the Human Resources Department immediately following the evaluation conference.***