

# SCHUYLKILL VALLEY SCHOOL DISTRICT

## ADMINISTRATIVE COMPENSATION PLAN

CERTIFIED ADMINISTRATORS



July 1, 2025- June 30, 2029

## ADMINISTRATIVE COMPENSATION PLAN

### Recitals

WHEREAS, the Schuylkill Valley School District (“the School District”) has previously adopted one Administrative Compensation Plan—which encompassed the certificated administrators and non-certificated administrators; and

WHEREAS, the School District has determined that beginning July 1, 2022, that it would begin to have two such administrative compensation plans, one covering certified professional staff, who are eligible for coverage under Act 93 of 1984, 24 P.S. §11-1164 (“Act 93”) and a separate non-certified administrative compensation plan for those in positions that do not require certification; and

WHEREAS, the School District and the representative of the administrators have engaged in “meet and discuss” in accordance with Act 93;

NOW, THEREFORE, the Board of School Directors of the School District (“the School Board”) hereby adopts this Administrative Compensation Plan (“the Plan” or “this Plan”)

### Terms and Conditions of the Plan

a) TERM.

The term of this Plan shall be from July 1, 2025, through and June 30, 2029.

b) DEFINITIONS.

When capitalized herein, the following terms shall have the following meanings unless the context clearly indicates otherwise:

- 1) “Administrator” shall mean any Certified Administrator of the school entity below the rank of district superintendent, assistant district superintendent but including the rank of first level supervisor, who by virtue of assigned duties is not in a bargaining unit of public Administrators as created under the act of July 23, 1970 (P.L. 563, No. 195), known as the “Public Administrator Relations Act.” However, this definition shall not apply to anyone who has the duties and responsibilities of the

position of: Director of Human Resources, Director of Technology, Director of Finance, Director of Buildings and Grounds, Assistant Director of Business Operations, Assistant Director of Finance, Director of Athletics, Network Administrator, Director of Food Services, Director of Athletic Training, Custodial Supervisor, Food Services Supervisor, or any other position in the Act 93 Non-Certified Agreement. For purposes of clarity and application of this definition to the School District, the following job titles are covered this Plan:

- a. Principals
- b. Assistant Principals
- c. Director of Curriculum & Learning
- d. Director of Pupil Services
- e. Any other positions designated by the Board

*\*\*The Board in its' sole discretion may elect to start any or all jobs listed herein on a two-year contract.*

- 2) "Plan" means this Compensation Plan. There are no "side agreements," Memorandums of Understanding or Memorandums of Agreement between the School District and the Administrators hereto except for those agreed upon by the parties after entering into this Agreement.
- 3) "School District" means the Schuylkill Valley School District.
- 4) "School Board" or "Board" means the Board of School Directors of the School District.
- 5) "School Year" means the period of time from July 1 to the subsequent June 30 each year.
- 6) "Superintendent" means, as applicable, the Superintendent of Schools of the School District, any acting Superintendent, any Interim Superintendent, or the designee of any of them.

c) ANNUAL WAGE RATES:

- 1) Each Administrator shall be paid an annual base wage that is within the applicable range set forth below. No Administrator shall be paid more than the maximum set forth for the applicable wage below. Any Administrator who is at the maximum of the range may be awarded a merit bonus as determined by the School Board; provided, however, that no such bonus shall be more than five percent (5%) of Administrator's annual compensation; and provided further, that any Administrator who is within five percent (5%) of the applicable maximum may receive a bonus in addition to the pay raise, provided that the pay raise and bonus together do not exceed 5 % of the Administrator's annual wage rate. The bonus shall be awarded in a lump sum and shall not be added to the base salary.

<b>Classification</b>	<b>Minimum</b>	<b>Maximum</b>
Principal, High School	110,000	150,000
Principal Middle School	100,000	140,000
Principal, Elementary	90,000	130,000
Principal, Schuylkill Valley Education Center <sup>1</sup>	80,000	120,000
Assistant Principal, High School	105,000	130,000
Assistant Principal, Middle School	95,000	120,000
Assistant Principal, Elementary	85,000	110,000
Director of Curriculum & Learning	130,000	160,000
Director of Pupil Services	130,000	160,000

- 2) Each Administrator shall be eligible for a pay raise or bonus effective July 1 of each year of the plan. Pay raises shall be in an amount between zero percent (0%) of the prior year's salary and five percent (5%), based on merit as recommended by the Superintendent and pending approval by the Board of Directors. Raises for Administrators employed less than one year will be prorated.

Bonuses, for those Administrators at the maximum of the salary range for their position, shall be in an amount between zero percent (0%) of the prior year's salary and five percent (5%), based on merit as recommended by the Superintendent, and pending approval by the Board of Directors. The Bonus shall not be added to the base salary.

Each principal and assistant principal employed in the District prior to July 1, 2025 shall receive a one-time market adjustment in July of 2025.<sup>2</sup>

---

<sup>1</sup> Please see Appendix B for more information on this position.

<sup>2</sup> Any Principal or Assistant Principal who has a current salary that is below the minimum salary range shall be adjusted to the minimum salary range. In addition to any needed adjustment to those who are below the minimum salary range, each Principal and Assistant Principal shall receive a one-time market salary adjustment of \$2,500. This market adjustment shall not occur at any other time during the course of this agreement.

- 3) For Principals and Assistant Principals: the salary increases (up to 5%) shall be awarded based on the following criteria:
  - a. An overall rating of proficient or above shall result in a 3.0% salary increase.
  - b. rating of distinguished in any final category shall result in an additional one-half percent (.5%) salary increase per category.
  - c. For the Principal of SVEC the salary increase (up to 5%), and because of the unique nature of the programming and responsibilities, the following shall apply:
    - i. An overall rating of proficient shall result in a 2.0% salary increase.
    - ii. The Principal shall be eligible for a 1% increase for every 10 students returned from Cyber Charter School or Charter School and enrolled into one of SVSD's schools or programs.
    - iii. The Principal shall be eligible for a 1% increase for the receipt of any competitive grant, State or Legislative Funding that exceeds 10K.
    - iv. The Principal shall be eligible for a 1% increase for the development of new programming that benefits the SVSD, as agreed upon with the Superintendent.
- 4) For Directors: the salary increase (up to 5%) shall be awarded based on the following criteria:
  - a. An overall rating of proficient or above shall result in a 2.0 % salary increase.
  - b. Directors shall be eligible to receive an additional 3.0% (up to 5% total) based on:
    - i. Obtaining one grant for an amount of 10K-25K (1%)
    - ii. Being chosen to speak at a National Conference regarding an initiative started in the District and pertinent to the programming oversight of the Director (1%)
    - iii. An increase or decrease in a data metric agreed upon by the Superintendent and in the Director's area of programming that positively impacts students. (1%)
- 5) Notwithstanding anything herein to the contrary, an Administrator who receives an unsatisfactory or needs improvement rating for the school year in any category (even if issued after the conclusion of the school year), or who receives a failing rating in any domain of the rating form (even if issued after the conclusion of the school year), shall not be entitled to any salary increase for the following school year.
- 6) For purposes of determining an Administrator's daily compensation rate, the annual compensation being paid shall be divided by two hundred and sixty (260).
- 7) Part-time Administrators shall be paid on a pro-rated basis in consideration of how the agreed upon part-time schedule compares to the full-time schedule. For this

purpose, a full-time schedule is deemed to be two hundred and sixty (260) days per year.

d) WORK DAYS

- 1) Generally, Full-time Administrators shall work five (5) days per week, fifty-two (52) weeks per year, a minimum of 8 hours (8) hours per work day, except as follows:
  - (a) Sick days as allowed in this Plan;
  - (b) Vacation as allowed in this Plan;
  - (c) 12 holidays as defined in this Plan;
  - (d) Personal days as allowed in this Plan;
  - (e) Paid or unpaid leaves as required in this plan or under applicable law; and
  - (f) Days on which the School District is closed and Administrators are advised that they are not required to work, such as may be the case on certain inclement weather days.
  - (g) Days on which school or school/community events occur on the weekends.
- 2) Administrators shall be required to report to work on Non-School days, exclusive of the 12 holidays as defined in this plan.
- 3) Generally, Part-time Administrators shall work on such a schedule as agreed upon by the part-time Administrator and the School District. The Administrator and School District shall agree upon the hourly or daily rate as may be applicable based on the schedule.
- 4) Minimum Expectations. The foregoing requirements are minimum requirements. Except when absent in accordance with a lawful leave or this Plan, the Administrators and the School Board recognize that work may have to be performed after school, on days that school is not in session, during the evening or on weekends. While this is true for all administrators, it is understood that Directors and District Level Administrators hold an increased level of expectations and responsibility commensurate with the essential functions of their role as a District Level Administrator. There shall be no additional compensation, in salary or time, for work during these periods. Without limiting the generality of the foregoing, the following specific rules apply:
  - (a) Except when absent in accordance with a lawful leave or this Plan, Building Administrators (Principals & Assistant Principals) are to be in their buildings prior to the beginning of the staff day and must, at a minimum, remain until all buses have returned students to their homes; at the secondary level (including middle school grades 7&8), when an athletic director is not present, at least one building administrator must

be on site until athletic practices have concluded and students have been picked up by parents; and

(b) Except when absent in accordance with a lawful leave or this Plan, District Administrators (Directors) are to be at work no later than the beginning of the assigned work day and must, at a minimum, remain until 5 p.m. each day.

(c) Except when absent in accordance with a lawful leave or this Plan, Administrators must be available to respond timely to issues arising within the scope of their responsibilities, regardless of when the issue arises; and

(d) Except when absent in accordance with a lawful leave or this Plan, Administrators must be available and must attend meetings, conferences, training and other events which apply to them, regardless of the time when said meetings, conferences or training occurs.

5) Emergencies. Administrators may be called by the Superintendent, to report to work when school is closed to address an emergency. In the event of an emergency or in any cases when buses are delayed, Directors shall remain onsite until the buses have cleared for all schools and until released by the Superintendent or the Superintendent's designee.

6) When school is not in session, due to inclement weather, the Superintendent may permit telework as per policy 309. This decision shall be made by the Superintendent and shall be communicated to administrators during the times of inclement weather. During any instances of telework, District Level Administrators are expected to be available and prepared to attend virtual meetings as needed.

7) Administrators will be expected to attend School Board Meetings and School Board Committee Meetings as directed by the Superintendent. Directors shall attend all Board Meetings.

e) JOBS FOR SECOND EMPLOYERS COMMUNICATED.

Administrator may be employed by a second employer when communicated to the Superintendent.

f) PROFESSIONAL DUES.

The School District encourages its Administrators to take an active role in organizations related to their professional responsibilities. To this end, the School District will pay the yearly membership fee to two (2) professional organizations of the Administrator's choice subject to approval of the administrator's immediate supervisor and the

Superintendent. The District will only reimburse memberships to a maximum of One Thousand, Five Hundred dollars (\$1,500) per Administrator per school year.

g) INSURANCE AND SELF-INSURANCE BENEFITS.

Notwithstanding anything herein to the contrary, all insurance and self-insured benefits or coverages are subject to the terms, conditions, limitation and exclusions of the applicable plan document. Administrators defined in this plan are entitled to benefits.

1) HEALTH INSURANCE.

The preferred comprehensive medical plan which the District provides will continue under this Plan, or an equivalent plan of health insurance shall be provided during the term of this Plan.

Each Administrator who elects Health Benefits (Medical, Prescription, Dental and Vision) coverage shall be responsible for contributing the monthly amount toward the cost of these Health benefits as identified below:

HEALTH BENEFITS

Monthly benefit contribution rates shall be equal to those in the SVEA CBA for the total cost for benefits, including prescription, and up to a maximum as indicated below.

The retired Administrator is permitted to purchase District Group Insurance through the district group until age sixty-five (65) (Special Class). If the spouse of the retired Administrator is younger, he/she is permitted to continue to purchase District group insurance until he/she becomes age sixty-five (65) (Special Class). If made available by the carrier, such individuals will also be permitted to purchase, in accordance with the above, other insurance benefits made available to Administrator.

2) DENTAL BENEFITS

The School District shall pay one hundred percent (100%) of the premium of dental insurance for each full-time administrator.

Dental care program as determined by the Plan.

3) VISION BENEFITS

The District shall, at no cost, provide each full-time administrator with a vision plan. The administrator shall be able to choose from the following plans single, employee and spouse, parent and child/children, or family.

4) INCOME PROTECTION (LONG TERM DISABILITY) BENEFITS

The School District shall pay one hundred percent (100%) of the premium of long-term disability insurance for each full-time Administrator.

Sickness Benefits – to age sixty-five (65)

Accident Benefits – to age sixty-five (65)

The Administrator will receive 66 2/3% of their gross annual salary to a maximum of four thousand five hundred (\$4,500.00) per month.

Benefits begin on the sixty-first (61<sup>st</sup>) calendar day following disability. Accumulated sick leave must be used to reduce or eliminate this sixty (60) day period.

5) TERM LIFE INSURANCE

The School District shall provide group term insurance coverage for each employee equal to double the annual salary. Administrators shall have the option to buy additional life insurance at their cost, not to exceed 5x the administrator's total salary.

6) 403(b) and 457(b) PLANS

- a. The School District shall maintain a 403(b) and 457(b) Plan into which Administrators, full-time and part-time who otherwise qualify, may make tax deferred contributions.
- b. The Schuylkill Valley School District shall contribute \$3,500 per administrator, per year into a 403 (b) or 457(b) account. For each year of this agreement, the District will contribute \$1,750 to the Employee's 403(b) or 457(b) account on July 1. Upon completion of employment for the first half of the fiscal year (July 1-Dec 31), the District will contribute the remaining \$1,750 in the Employees' 403(b) or 457 (b) account on January 15<sup>th</sup> of the subsequent year.
- c. Schuylkill Valley School District shall contribute 50% of the cost for TSA management fees. Employees will contribute the remaining 50% cost of these fees.

7) CONTINUATION OF BENEFITS OR INSURANCE

- a) Full-time Administrators shall have the right to continue insurance coverage or convert to individual coverage during unpaid leaves of absence at their sole cost and expense (less the FMLA requires the School District to pay for benefits); provided, however, that the insurance plan and/or carrier allows such continuation of coverage or conversion to an individual policy.

- b) Full-time Administrators shall have the right to convert to an individual policy after separating from service with the School District to the extent allowed by any applicable plan, policy or insurer.
- c) Health care may be continued after separation of service by any Administrator subject to the terms, conditions and limitations set forth in COBRA and/or section 513(b.1) of the School Code, 24 P.S. §5-513(b.1).

h) REIMBURSEMENT FOR TUITION CREDITS EARNED

Subject to the terms, conditions and limitations set forth hereinafter, each full-time Administrator shall be reimbursed for tuition:

- 1) Tuition reimbursement must be applied for, and recommended for approval by the Superintendent before the Administrator begins the course.
- 2) The application for tuition reimbursement must be on a form used by the School District for such purpose.
- 3) Notwithstanding anything herein to the contrary, no course shall be eligible for reimbursement if it started before the Administrator began employment with the School District or ends after the Administrator ends his/her employment with the School District, unless the Board of School Directors approves otherwise.
- 4) The course(s) must be directly related to Administrator's job duties with the School District or must be required by the Superintendent.
- 5) The course(s) must be related to a degree or advanced degree program in which the Administrator is enrolled and will further the work of the Administrator within the District.
- 6) The course(s) must be either required by the Superintendent or recommended for reimbursement by the Superintendent (which recommendation will not be unreasonably withheld).
- 7) Only graduate level courses are eligible for reimbursement, unless the course(s) is required by the Superintendent. Courses for reimbursement must be a part of a degree conferring program.
- 8) The Administrator must receive either an "A" or "B" in the course, unless the course is offered only on a pass-fail basis, in which case the Administrator must receive a "pass." If a course is offered only as a pass-fail course, that fact must be made known to the Superintendent before the course is taken.
- 9) The School District will reimburse no more than one- hundred percent (100%) of tuition costs actually paid by the Administrator for course study to a maximum of the per credit cost for graduate courses at the Penn State University, Point Park Campus per credit rate. Each Administrator will be entitled to reimbursement for a maximum

of 9 credits per year. The 9 credits may include a maximum of 3 online credits, the remaining 6 credits must be taken in person (or through synchronous classes) in order to be eligible for reimbursement.

- 10) The reimbursement payment will be made directly to the institution following the receipt of all required documentation to the Human Resources Office. The documentation must include the description of courses, evidence of grade received (following the course completion), credits, and tuition charges.
- 11) Credits earned by an Administrator under a fellowship, continuing education courses, or scholarship; etc., are not eligible for reimbursement and should be submitted for approval under the conference provisions of this agreement.
- 12) Obtaining additional course credits or degrees will not result in any increase in base wages.
- 13) In the event that an Administrator who has received reimbursement of tuition pursuant to this Plan does not remain employed by the School District for two (2) full calendar years beyond the last day of the course or program for which the Administrator was reimbursed, the Administrator must repay to the School District the amounts paid pursuant to this provision prior to the employee's final day of work in the District. In its sole discretion the Board may approve an extension on the repayment timeline if requested by the employee. The Administrator's failure or refusal to return the money to the School District prior to exit, or within the Board approved payment schedule shall result in the Administrator also being assessed the attorney's fees and costs in the event that the School District must initiate litigation to recover the amounts due and owing. In the event of extenuating circumstances, the Board may waive this provision based on the recommendation of the Superintendent.

i) LEAVES & ABSENCES

1. CRITICAL ILLNESS IN IMMEDIATE FAMILY

For full-time Administrators, days of absence will be allowed for critical illness of each member of the Administrator's immediate family and any such day taken shall cause a deduction of sick leave from the Administrator. If the Administrator has insufficient accumulated sick leave available (has exhausted all sick leave), the administrator may request the use of day(s) of absence without pay. The request must be approved by the Superintendent and any request must be accompanied by a physician's note indicating that the absence is necessary. Critical illness means illness, which the attending physician considers sufficiently serious to require the Administrator's presence at the bedside. The Human Resources Office reserves the right to require a statement from the attending physician to substantiate critical illness. Immediate family means husband, wife, children, father and mother, brothers and sisters, grandfather and grandmother, father-in-law and mother-in-law, wherever they may reside. It also includes other members of the family living in the

Administrator's household, or any person with whom the Administrator has made his/her home.

## 2. LEAVES FOR SABBATICAL AND PROFESSIONAL DEVELOPMENT

Leaves for sabbatical and professional development shall be granted to Administrators subject to the terms, conditions and limitations set forth in sections 1166 through 1171 of the School Code, 24 P.S. §§11-1166 through 11-1171 and applicable School District policies in effect on the date that the request is made by the Administrator. Requests for Sabbatical Leave must be made on a special request form provided by the Human Resources Office. Vacation will not be granted during sabbatical.

## 3. MATERNITY LEAVE OF ABSENCE

Separate and apart from rights under the FMLA, childrearing leave will be recognized by the School District as a basis for a request for an unpaid leave of absence (with no benefits) for both males and females. For purposes of this leave, the child must be under one (1) year of age at the start of the leave and the leave may not be longer than one (1) calendar year in length, unless the end date is prior to the end of a semester, in which case the leave shall extend to the end of the semester. This leave must end at the end of a semester. If the leave taken by the Administrator extends beyond the next semester, the resumption of duties will be permitted only at the beginning of the subsequent semester.

## 4. PERSONAL ABSENCES

Each full-time Administrator shall be granted three (3) days of personal leave (without loss of pay or loss of accumulated sick leave) during each year of this agreement. Personal leave must be approved in advance by the Superintendent. Personal days shall be subject to the following guidelines:

- a. If personal days are not used in any year, they may accumulate, to a maximum of ten (10), but shall be limited to a maximum of five (5) days of use in any one school year.
- b. Administrators must request permission for use of personal leave to their supervisor(s) in writing, at least three (3) days in advance of their intention to take personal leave.
- c. Personal leave shall not be granted during the first 5 days of the school student calendar, on an in-service day, or on the day preceding or following a scheduled school vacation. Exceptions may be granted by the Superintendent for emergency matters.
- d. In the event that an Administrator resigns during the year, he/she is liable to the School District for personal leave used during that year in excess of one personal day per six months.

- e. At retirement from the public-school system (PSERS), all accumulated unused personal leave, not to exceed ten (10) days, shall be reimbursed at the per diem rate from the year in which the employee retires. The District shall make a non-elective employer contribution into the Act 93 Administrator's 403(b) or 457(b) retirement program equal to the compensation for all unused personal days (not to exceed ten (10) days). The employee shall have no cash option. The employee must establish a 403(b) or 457(b) account prior to separation of service, or the employee will forfeit this benefit.

## 5. SICK LEAVE

Each full-time Administrator shall be entitled to sick leave subject to the terms, conditions and limitations set forth in section 1154 of the School Code, 24 P.S. §11-1154, except that the number of days granted each year shall be twelve (12). Part-time Administrators shall be provided with a proportionate number of sick leave days each year as is designated by the School District. The District reserves the right to request a physician's note for any absence exceeding three (3) consecutive days, or in any instance in which the use of sick days constitutes a pattern.

All or any part of accumulated unused sick leave may be taken in any or one or more school years, provided that the use of sick leave is in accordance with FMLA provisions and provided that the administrator, when requested by the District, provides appropriate documentation for the need for extended use of sick leave.

In any instance in which all paid leave times have been exhausted, the District reserves the right to approve or deny the use of unpaid days without reason, for any or no reason.

Any administrator who retires from Schuylkill Valley and PSERS shall receive payment of unused sick leave at a flat rate of \$75 per day, up to 200 days not to exceed a total of \$15,000. The district shall make a non-elective employer contribution to the Act 93 Administrator's 403(b) or 457(b) retirement program equal to the compensation for all unused sick days subject to the terms above. The employee shall have no cash option. The employee must establish a 403(b) or 457(b) TSA account prior to separation of service of the employee shall forfeit this benefit.

Payment of unused sick leave shall be made to the employee only upon retirement from the public school system (PSERS). Should the employee die, the District shall make the maximum payment allowed by IRS regulations to the employees' 403(b) or 457(b) Account.

## 6. LEAVE OF ABSENCE WITH PAY: DEATH OF IMMEDIATE FAMILY

In the event of the death of an immediate family member, there shall be no deduction in salary for absence on the day of the funeral and two (2) consecutive, additional days. An immediate family member shall be defined as: mother,

father, spouse, mother in law, father in law, brother, sister, child, dependent grandchild.

7. LEAVE OF ABSENCE WITH PAY: DEATH OF NEAR RELATIVE

In the event of the death of a near relative, there shall be no deduction in salary for absence on the day of the funeral. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, grandparent, grandparent of spouse, or non-dependent grandchild.

This leave is in accordance with the provisions of the School Laws of Pennsylvania.

8. SERVICE IN COURT

When an Administrator is called for jury duty or is subpoenaed to attend as a witness before any court of law, he/she shall receive his/her regular salary to the extent that he/she has not been reimbursed for such attendance by any other source. This service will not be deducted from the Administrator's sick leave, personal day leave, or any other leave. A copy of the subpoena shall be sent to the Human Resource Office.

The Administrator will present proof to the Human Resource Office that he/she did serve or report as a juror, or was subpoenaed, and reported as a witness in court and the amount of pay, if any, received therefrom. The above shall pertain only to personal and/or professional reasons and not in relation to a second job.

9. PROFESSIONAL LEAVE TO ATTEND EDUCATIONAL CONFERENCE

Absence with pay will be allowed for attendance at educational meetings, conferences, conventions or school business when approval has been secured from the Superintendent. Budgeted funds will be allocated to best serve the interests of the school system. Following attendance at a Conference, the administrator shall provide a written report to the Superintendent of how the information will be applied to the work of the District. The administrator shall provide a presentation at the board meeting following the conference attendance.

10. EXCHANGE ADMINISTRATOR (SECTION 522)

Any full-time Administrator after at least five (5) years of satisfactory service in the School District, may be released from Exchange Administrator if recommended by the Superintendent and approved by the School Board, subject to the conditions set forth by the School Board and in accordance with the terms, conditions and limitations set forth in section 522 of the School Code, 24 P.S. §5-522.

## 11. ADVANCED PROFESSIONAL STUDY (SECTION 522.1)

Any full-time Administrator after at least five (5) years of satisfactory service in the School District, may be released for an Exchange Administrator if recommended by the Superintendent and approved by the School Board, subject to the conditions set forth by the School Board and in accordance with the terms, conditions and limitations set forth in section 522.1 of the School Code, 24 P.S. §5-522.1.

## 12. VACATION

Full-time Administrators shall receive vacation in accordance with and subject to the limitations of this Plan.

1. Each full-time Administrator shall receive twenty (20) annual vacation days, exclusive of the twelve (12) legal holidays. These days shall be awarded on July 1<sup>st</sup> of each year. If an employee exits the District prior to July 1, vacation days shall be prorated based on number of days worked.
2. Employees may not carry over vacation time, however:
  - a) The Administrator shall be eligible for compensation of five (5) unused vacation days at the Administrator's daily per diem rate, based on 260 days. Notice to use this option must be given to the Director of Human Resources by May 1<sup>st</sup>, on the District approved form and the pay shall be awarded after July 1.
  - b) In addition to the option for cash payment option for five (5) vacation days, the Administrator shall also have an option of deferring five (5) additional days for payment into the Administrators established 403(b) or 457(b) plan at the Administrator's daily per diem rate, based on two hundred sixty (260) days. Notice to use this option must be given to the Director of Human Resources by May 1<sup>st</sup>, on the District approved form and the deposit shall be made after July 1.
  - c) In addition to provisions listed above, the Administrator shall have the right to roll five (5) vacation days per year (July 1- June 30<sup>th</sup>) into sick days. Notice to use this option must be given to the Director of Human Resources by May 1<sup>st</sup>, on the District approved form and the days shall be credited to the employee effective July 1.
3. Vacation days may be taken at any time during the school year providing arrangements have been made and pre-approval has been provided by the Direct Supervisor and by the Superintendent, excepting that vacation shall not occur during the first five (5) days of school, during in-service days, or during the last five (5) days of the teacher/student school year, unless pre-approved by the

Superintendent. During the summer, administrators shall not use more than two (2) consecutive weeks of vacation unless pre-approved by the Superintendent.

4. Principals and Assistant Principals working in the same building may not request approval for the use of vacation days at the same time on student days unless approved by the Superintendent. Principals and Assistant Principals may request approval for vacation days at the same time during non-students' days (such as those which occur during the winter and spring breaks). Directors must stagger vacation time in coordination with the Superintendent.
5. In the event that an Administrator resigns during the year, he/she may not take vacation time during the 60-day notice period.
6. Vacation time will not be granted during a sabbatical leave.
7. Employees scheduled to work less than two hundred and sixty (260) days shall not be eligible to receive vacation.

### 13. FAMILY MEDICAL LEAVE ACT OF 1993 (FMLA)

The School District shall provide FMLA benefits and rights to all Administrators subject to the terms, conditions and limitations in the FMLA; provided, however, that the following rules shall apply:

1. A rolling twelve (12) month look-back shall be used;
2. FMLA shall run concurrently with any other paid or unpaid leave that may be applicable;
3. Each Administrator shall complete the District's leave of absence form for all leaves of absence and shall provide the required information and physician certifications required by the FMLA

### j) MISCELLANEOUS WORKING CONDITIONS

#### a) EMERGENCY CONDITIONS

Emergencies such as fire, snow, serious accident, etc, may cause deviation from the workday as determined by the Superintendent.

#### b) MILEAGE

In any instance where mileage is paid for use of one's personal car for authorized school business (this does not include the normal course of travel required by employment such as an Administrator driving to meetings or from building to

building), it will be paid at the rate of the current Internal Revenue Business Mileage Reimbursement Allowance.

c) WORKERS' COMPENSATION

1. Administrators shall immediately report a work-related injury or disease to the School Nurse, and the School District's Human Resources Office and the employee shall complete such forms as reasonably required by the School District.
2. If an Administrator is absent due to any injury or illness sustained while engaged in services to the School District which is determined to be compensable under the Workers' Compensation Act, the School District will pay the Administrator the difference between full pay and the workers' compensation benefits received to the extent that the Administrator has accumulated and unused sick leave is available, which shall be exhausted on a proportionate basis, and which, when added to the workers' compensation paid will not result in a higher "take home" pay for the Administrator than the Administrator received as his or her base compensation. In the event that sick leave is paid in full for any absence that is ultimately paid for by workers' compensation, the Administrator shall turn the workers' compensation check over to the School District for the applicable period and accrued sick leave, to the extent covered by workers' compensation, will be reinstated to the Administrator's account. In order for the Administrator to be entitled to the difference between full pay and the workers' compensation benefits received during the time period, the Administrator shall be required to use the Administrator's accumulated sick leave days toward reducing the School District's obligations pursuant to this paragraph.
3. In the event an Administrator has been injured on the job and is determined to be eligible for Workers' Compensation, the School District will not permanently fill the Administrator's position, nor shall the School District terminate such Administrator for at least one (1) year following the date of the first day of disability, whether the disability is continuous or not. Thereafter, the School District will have no further obligation for retaining the Administrator as an Administrator in the School District, nor shall the School District have an obligation to find a new or modified position for the Administrator. The School District shall have the right to establish a light duty position on a case-by-case basis as it shall determine in its sole discretion. The School District's decision whether to establish a light duty position in any instance shall not be subject to the grievance or arbitration provisions of this Agreement.

d) EARLY RETIREMENT INCENTIVE PLAN

Notwithstanding anything herein to the contrary, the School District reserves the right to provide an early retirement incentive plan during the term of this Plan if the School Board finds it desirable to do so in its sole discretion.

k) WORK RULES & ADMINISTRATOR GUIDELINES

In addition to performing the essential functions of their roles, Administrators shall follow the Administrator guidelines, and any other work rules and Administrator guidelines as provided by the Superintendent. Those Administrator guidelines shall be subject to change and shall not constitute the entirety of Administrator expectations.

APPENDIX A

HOLIDAY SCHEDULE

260- Day Certified Administrator Holiday Schedule
July 4
Labor Day
Thanksgiving
Monday After Thanksgiving
December 24
December 25
December 26
December 31
January 1
Good Friday
Monday After Good Friday**
Memorial Day

**\*\*If during the term of this agreement, the school calendar ever changes such that this day is not a day off for students, this day shall be exchanged for another as determined by the Superintendent.**

## APPENDIX B

### SCHUYLKILL VALLEY EDUCATION CENTER (SVEC) PRINCIPAL

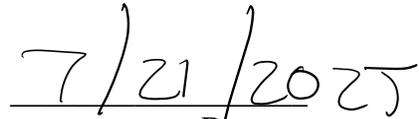
The following shall be true for the life of this agreement.

1. Any employee approved by the School Board to serve in the position of SVEC Principal **prior** to May 1, 2025, shall have a salary range equivalent to that of the Middle School Principal.
2. Any employee approved by the School Board to serve in the position of SVEC Principal **after** May 1, 2025 shall be subject to the salary ranges as listed on page four of this compensation plan which states that the minimum salary shall be equal to or greater than \$ 80,000 and the maximum salary shall not exceed \$120,000.
3. Any employee approved by the School Board to serve in the position of SVEC Principal **prior** to May 1, 2025 shall be expected and directed to attend and supervise at evening events and shall be assigned a summer work schedule that is commensurate with that of the Middle School Principal. Those events shall be determined by the Superintendent or the Superintendent's designee.
4. Any employee approved by the School Board to serve in the position of SVEC Principal **after** May 1, 2025 shall be shall be expected and directed to attend and supervise evening events and a summer work schedule that is commensurate with that of the Elementary School Principal. Those events shall be determined by the Superintendent or the Superintendent's designee.

The term of this Plan shall be from July 1, 2025, through and June 30, 2029.



Schuylkill Valley School District  
Board President



Date



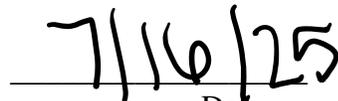
Schuylkill Valley School District  
Board Secretary



Date



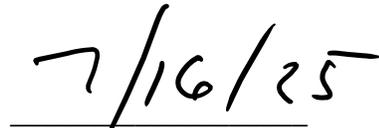
Schuylkill Valley School District  
Act 93 Certified Management Representative



Date



Schuylkill Valley School District  
Act 93 Certified Management Representative



Date

**THIS PAGE INTENTIONALLY LEFT BLANK**