



Administrators and Supervisors I

**Handbook on Compensation and Related Benefits
School Board Policy No. 328**

**Approved by the Board
of School Directors
April 23, 2026**

**For the period
July 1, 2026 through
June 30, 2030**

ADMINISTRATORS AND SUPERVISORS I

HANDBOOK ON COMPENSATION AND RELATED BENEFITS

I. RECOGNITION

For the purpose of discussing compensation and related benefits, the Board recognizes the Rose Tree Media Association of Administrators and Supervisors (ADSUP I) as the representative for the Principals, Assistant Principals, Director of Student Services, Director of Curriculum & Instruction, Supervisors of Special Education, Network Specialist, Supervisor for Technology, School Psychologists, Athletic Director, Assistant Business Manager, Transportation Supervisor, Management Systems Administrator, Home and School Visitor, Supervisor of Maintenance and Operations, Administrator for Safe and Inclusive Schools, Supervisor of Food Services, Supervisors of Curriculum & Instruction, Coordinator of Communications & Grant Writer, and Human Resources Specialist. This group will be collectively referred to in this document as ADSUP I.

II. WORK YEAR

All employees in the ADSUP I group will be 12-month employees. The work year will be 260, 261, or 262 days depending on the fiscal year calendar. The annual calendar which reflects designated work days and holidays will be approved by the Board and provided to all employees.

III. ADJUSTMENT AND EQUALIZATION OF ADSUP I - RTMEA BENEFITS

- A. At minimum, equivalent benefits granted to the Rose Tree Media Education Association (RTMEA) will, at the same time, be granted to the members of ADSUP I. A committee of ADSUP I members will meet with the School Board and the Superintendent to discuss benefits granted to the teachers' association which are not available to ADSUP I members in this policy.
- B. The foregoing medical, prescription, dental, vision, health reimbursement account, disability income protection, and life insurance benefits enumerated above shall, for the remaining years of this agreement, be the same as those benefits afforded members of the Rose Tree Media Education Association (RTMEA), including the same contribution for those benefits as may apply to the members in that Association. If one or more of the benefits enumerated above shall change for RTMEA, the ADSUP I employees would receive the same benefit(s) as afforded to RTMEA.

IV. VACATION DAYS

- A. Each ADSUP I member will receive twenty-four (24) paid vacation days per year to be deposited in the employee's leave bank on July 1st. Vacation days will be prorated if an employee does not work the full year. An employee who leaves the District prior to June 30th, but who has exhausted all vacation days for the year, shall have their days prorated and any monies owed the District withheld from their final paycheck.
- B. Newly hired ADSUP I members who begin their employment after July 1st shall receive a prorated amount of the annual allotment of twenty-four (24) vacation days.
- C. In case of resignation or retirement, an individual will be compensated at their per diem rate for unused, accumulated vacation leave, not to exceed twenty (20) days. For ADSUP I employees who are retiring from the District, this benefit will be paid in the form of a non-elective contribution to the ADSUP I employee's 403b account. In the case of resignation, payment for this benefit will be made directly to the ADSUP I employee.
- D. During the winter and spring breaks when school is not in session, except those days designated as school holidays/all buildings closed, individuals on a twelve-month contract are expected to be on duty. However, the Board recognizes the integrity and good judgment of its executives in interpreting their own work schedule for these days. These members shall submit their proposed work schedule for these weeks to their direct supervisor for approval.

If not taking annual leave, and not in the building during the winter and spring breaks, the ADSUP I employee must be accessible and available to conduct school business as per the guidelines enumerated in XIX, Flexible Work Schedules.

- E. Employees may carry over a maximum of thirty (30) vacation days to a new school year. Employees must use eleven (11) vacation days each year. If eleven (11) vacation days are used, employees may request to be paid for a maximum of twelve (12) unused vacation days at their per diem rate to be paid no later than July 31.

V. PERSONAL AND EMERGENCY LEAVE

ADSUP I members will be allowed five (5) days per year for emergencies and personal business which must be conducted during school hours. Such paid absences may be designated as confidential and will be granted after prior written approval of the direct supervisor. Any unused personal days will be converted to sick leave on July 1 of each fiscal year. Personal days will be prorated if an employee does not work the full year. Newly hired ADSUP I members who begin their employment after July 1st shall receive a prorated amount of the annual allotment of five (5) personal days

VI. SICK LEAVE

ADSUP I members shall receive twelve (12) sick leave days per year to be deposited in the employee's leave bank on July 1st. Sick leave days will be prorated if an employee does not work the full year. Newly hired ADSUP I members who begin their employment after July 1st shall receive a prorated amount of the annual allotment of twelve (12) sick leave days. The concept of a Sick Leave Bank may be developed and jointly agreed upon by the Board and ADSUP I.

VII. LEAVE FOR FAMILY ILLNESS

Employees may be absent from work for up to three (3) days, singularly or consecutively, with full pay based upon their regularly scheduled workday, to attend to the illness of a member of their immediate family, childbirth, or adoption. Such absences shall be deducted from the employee's accumulated sick leave. Employees will submit in writing to their direct supervisor the reason for the leave. In an emergency, such written explanation may be submitted upon the employee's return to work. The leave may be extended, with pay, at the discretion of the Superintendent.

VIII. SICK LEAVE BUY-BACK

To be eligible for this benefit, the employee must have completed ten (10) years of continuous employment with the Rose Tree Media School District and be a member of ADSUP I for ten (10) years or have a mutually agreed upon alternative between the Board, Superintendent, and ADSUP I employee to be eligible for this benefit.

In the event the employee retires from the District after having completed ten (10) years of service as an ADSUP I employee, the Board will pay the employee upon retirement for all unused sick leave days at the rate of \$100.00 per day. This benefit will be paid in the form of a non-elective contribution to the ADSUP I employee's 403b account.

In the event the employee resigns from the District after having completed ten (10) years of service as an ADSUP I employee, the Board will pay the employee upon resignation for unused sick leave days accumulated from day 26 up to 100 at the rate of \$50.00 per day. Payment for this benefit will be made directly to the ADSUP I employee.

IX. UNPAID LEAVE OF ABSENCE

An unpaid leave of absence may be granted for a specific period of time during which the employee provides no service to the district, receives no salary or benefits, yet is retained as a District employee. The Superintendent shall make recommendations to the Board, which shall consider each case individually. The sole consideration in granting such leave shall be the welfare of the students and the availability of suitable replacements.

X. PROFESSIONAL DUES

Subject to the Superintendent's approval throughout the duration of this agreement, each member shall receive a \$750 annual allocation for memberships in professional associations. Receipt of payment of dues will be made available upon request.

XI. PROFESSIONAL DEVELOPMENT REIMBURSEMENT

- A. Professional Development reimbursement will be paid by the Board contingent upon the Superintendent's written approval of the course, program, and educational institution.
- B. The Board will reimburse the cost of professional development up to \$7,500 annually per individual for courses or programs that are approved by the Superintendent as directly beneficial to the individual and the school district. For the entirety of the ADSUP I group, a maximum annual amount of \$35,000 will be available.
- C. The District will reimburse for tuition charges only. The District will not reimburse for fees charged by the college/university to the ADSUP I employee.
- D. Process for submission of course requests:
 - 1. All ADSUP I members must file a formal request for professional development reimbursement prior to the start of each academic semester.
 - 2. The deadline for course approval requests shall be as follows:
 - Fall semester - August 15th
 - Spring semester - January 1st
 - Summer semester (I and II) - May 1st
 - 3. Professional development requests for that academic semester will be equally distributed among all ADSUP I members using each individual's first professional development request. For individuals requesting additional reimbursements for the same academic semester, any remaining funds will be equally distributed.
 - 4. Any remaining balance will be forwarded to the next academic semester.

XII. AUTOMOBILE REIMBURSEMENT

Individuals using their own automobiles in pursuance of school duties will be reimbursed at the rate allowed by the US Internal Revenue Service.

XIII. LEGAL ASSISTANCE

At the Superintendent's discretion, the District Solicitor will be made available to individuals involved in litigation for performance within the jurisdiction of their assignments.

XIV. NOTIFICATION OF ELIMINATION OF POSITION

Every effort will be made to provide written notification of one year in instances in which an ADSUP I position is to be eliminated.

XVI. INSURANCE BENEFITS

- A. ADSUP I members and each ADSUP I member's spouse and dependent children, if applicable, shall be provided the same insurance benefits including, but not limited to, medical, dental, vision, and prescription, as those provided in the agreement with the Rose Tree Media Education Association (RTMEA). In the event that the benefits provided by the ADSUP I agreement exceed those set forth by the RTMEA agreement, the ADSUP I agreement shall control. In the event that the RTMEA agreement is amended during the course of the ADSUP I agreement, those changes shall also apply to ADSUP I members.
- B. **Withdrawal Bonus** - An ADSUP I member who chooses not to elect the medical and prescription plan provided by the Board shall receive monthly payments equal to the single employee contribution rate. The maximum monthly payment under the provisions of this section shall be two hundred eight-five dollars (\$285). No withdrawal bonus will be paid to any spouse/dependent of a District employee who is covered by a School District plan. An ADSUP I member who chooses not to elect the medical and prescription plan shall still be eligible for dental and vision coverage.
- C. **Plan Re-entry** - An ADSUP I member who chooses to re-enter the plan may do so at no cost to the employee the first time. Any subsequent re-entry shall cost the ADSUP I member twenty-five percent (25%) of the contribution rate per month for one year.
- D. **Disability Income Protection** - The District will offer ADSUP I members the opportunity to purchase Disability Income Protection as a voluntary benefit.
- E. **Life Insurance** - Each ADSUP I member shall receive, at the Board's expense, term life insurance equivalent to 3x the annual salary. Additional term life insurance will not be available to ADSUP I members who were not participating in the voluntary life insurance program as of June 30, 2019. If a current ADSUP I employee who is participating in the voluntary term life insurance program drops this insurance at any point, they will not be permitted to reenter the voluntary term life insurance program.

- F. **Tax Sheltered Annuity** - The district will provide a tax-sheltered annuity (TSA) program contribution of up to 4.0% of the ADSUP I member's salary with a dollar for dollar match by the employee contribution and consistent with the Tax Code. The payment will occur with the second paycheck in June. The ADSUP I member must be an active member of the ADSUP I group for a period of six months during the fiscal year in order to receive the 4.0% salary match contribution to the employee's tax-sheltered annuity.
- G. **Automobile** - The Board will provide no ownership liability insurance as the secondary insurer to supplement the ADSUP I member's own insurance for accidents occurring while on authorized school business.
- H. **Post-Retirement Health Benefit** - The Board agrees to pay medical, prescription, dental, and vision insurance upon retirement for those members of ADSUP I with a minimum of 10 years of service as members of the administrative team in the Rose Tree Media School District. Benefits will be paid at the rate of 85% of the cost of the premium for the medical plan, prescription plan, health reimbursement account, dental and vision plan(s) in effect at the time of retirement, to Medicare eligible age or for a maximum of 7 years. Coverage will extend to the employee or employee and spouse based on the coverage in effect at the time of retirement, with the right of survivorship. The employee must be at least 55 years of age to be eligible, and must actually retire under the terms of the Pennsylvania Public School Employees Retirement System within 60 days of the termination date. In no case will the coverage extend to the retiree or spouse beyond Medicare eligible age.

XVII. SALARY

- A. For the life of this agreement, the Board will provide salary increases as follows:

- July 1, 2026 in the amount of 3.0%
 - July 1, 2027 in the amount of 3.0%
 - July 1, 2028 in the amount of 3.0%
 - July 1, 2029 in the amount of 3.0%

ADSUP I members will receive annual notification of their salary for the year and the salary ranges for all ADSUP I positions covered by this agreement. Exhibit A of this agreement lists the current assigned ranges for all ADSUP I members.

- B. Newly hired ADSUP I members shall be placed at a designated level (column) within the salary range matrix. Initial placement shall be based upon prior experience in a similar or identical position and is at the discretion of the Superintendent. The recommendation of the Superintendent to the Board shall be final.
- C. ADSUP I members will move from one level (column) to the next within the salary range matrix based upon years of experience and/or service:

- Level A - Years 1 - 2
- Level B - Years 3 - 5
- Level C - Years 6 - 9
- Level D - Years 10 - 14
- Level E - Years 15 - 19
- Level F - Years 20+

- D. ADSUP I members who are eligible to move levels (columns) may only move one level during the life of this agreement.
- E. For the purpose of level (column) movement, an ADSUP I member who begins their employment prior to December 1st of the school year will be given credit for that year.
- F. ADSUP I members whose performance does not meet expectations or whose performance is unsatisfactory may receive no salary increase or a partial salary increase as determined by the Superintendent. Each year by March 31st, the Superintendent will notify any individual whose performance may adversely affect future salary consideration. This notification will be in writing, and followed by a conference involving the Superintendent, the individual, their immediate supervisor, a representative of ADSUP I (if requested by the individual) and other appropriate parties.
- G. In the event a position becomes vacant within the ADSUP I group, the Board will meet and discuss with the ADSUP I representatives any range changes to that position. If a new position is to be added to the ADSUP I group, the Board will meet and discuss with the ADSUP I representatives the placement of the position on the salary range matrix.

XVIII. COMPLAINT PROCEDURE

- A. If any ADSUP I member believes that they are subject to a violation of School Board Policy, exclusive of contracts, personnel handbooks, and agreements with employee groups, they may initiate the following procedure within ten (10) working days of the alleged violation:
1. The ADSUP I member will discuss the matter with their direct supervisor and/or other appropriate administrative or supervisory personnel.
 2. If the issue is not resolved, the ADSUP I member will notify the Superintendent, in writing, of their intent to implement the complaint procedure. The ADSUP I member will include an explanation of the nature of the complaint. The Superintendent will confer with the ADSUP I member within ten (10) working days of receiving such notice.
 3. The Superintendent will send their decision, in writing, to the ADSUP I member within five (5) working days of the conference.
 4. If the ADSUP I member is not satisfied with the Superintendent's decision, they may appeal the decision to the Board of School Directors, with a copy to the Superintendent. Any such appeal must be

made within five (5) working days of receipt of the Superintendent's decision.

5. The Board will confer with the ADSUP I member and the Superintendent within thirty (30) working days of receipt of the appeal.
6. The Board will promptly send its decision, in writing, to the ADSUP I member and the Superintendent. The Board's decision will be final and binding.
7. The Board does not intend to waive any legal rights of the ADSUP I member. If the ADSUP I member elects to proceed by any other legal remedy, they shall waive their rights to proceed under this complaint procedure.

B. Within the complaint procedure, the following additional provisions shall apply:

1. All conferences will be held at a time mutually convenient to all participants and will be confidential.
2. Either party may invite other persons to attend conferences.
3. Failure at any step of this procedure to communicate decisions within the specified time limits shall permit the ADSUP I member to lodge an appeal at the next step of the procedure.
4. Failure by the ADSUP I member to observe any deadline will discontinue the process beyond that step.
5. The time limits specified in this procedure may be extended by written mutual agreement, with the exception of the initial ten (10) day period in which a complaint must be filed.

XIX. FLEXIBLE WORK SCHEDULES

During winter break, spring break, and the period of time covered by the summer work hours schedule, ADSUP I members have the opportunity to work a flexible schedule which may consist of working remotely. ADSUP I members who are not utilizing available leave benefits are to remain accessible during the normal workday. ADSUP I members are expected to notify their direct supervisor of their flexible schedule for review and approval. During the period of time covered by the summer work hours schedule, ADSUP I members are expected to be on-site for at least fifty percent (50%) of the work week unless taking available leave.

XX. CELL PHONES

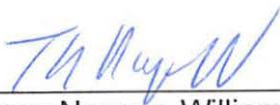
If an ADSUP I member desires to have a cellular phone model greater than the base model that is provided by the District, the ADSUP I member will be required to pay the difference between the enhanced cellular phone model and the base model that is paid for by the District. This provision will apply only when the District upgrades its cellular phones.

XXI. MEET AND DISCUSS PANEL

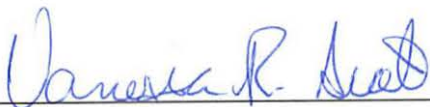
A Meet and Discuss Panel will be selected for the purposes of discussing matters of concern to both the Board and ADSUP I. The Panel will consist of the Superintendent and designee(s), and four (4) ADSUP I members (selected by ADSUP I). The Panel will meet, as needed, on a mutually agreed upon basis.

XXII. APPROVAL

Approved by the Rose Tree Media School District Board of School Directors during their Legislative meeting, April 23, 2026.



Theresa Napson-Williams
President, Board of School Directors



Vanessa Scott
Secretary, Board of School Directors



Ed Roth
Chairperson, ADSUP I Team

EXHIBIT A - POSITION RANGES

RANGE I

Director of Student Services
Director of Curriculum & Instruction

RANGE II

High School Principal

RANGE III

Middle School Principal

RANGE IV

Elementary Principal

RANGE V

Assistant Principal

RANGE VI

Administrator for Safe and Inclusive Schools
Assistant Business Manager
Supervisor of Special Education
Supervisor of Curriculum & Instruction
Athletic Director
Network Specialist
Supervisor for Technology
Management Systems Administrator

RANGE VII

School Psychologist
Coordinator of Communications & Grant Writer

RANGE VIII

Transportation Supervisor
Supervisor of Maintenance and Operations
Home and School Visitor
Supervisor of Food Services

RANGE IX

Human Resources Specialist