

Mountain View School District



Business Manager Agreement

July 1, 2023 - June 30, 2029

Table of Contents

I.	Administrators Covered	3
II.	Work Year	3
III.	Fringe Benefits	3
	a. Cell Phone Stipend	3
	b. Compensation	3
	c. Disability Insurance	3
	d. Group Term Life Insurance	3
	e. Health Insurance – Including medical, dental & vision	3
	f. Insurance Opt-Out	4
	g. Liability Insurance	4
	h. Mileage Reimbursement	4
	i. Plan 125	5
	j. Retirement Incentive	5
	k. Tuition Reimbursement	6
	l. Unused Sick/Vacation Days	7
IV.	Leaves	7
	a. Bereavement	7
	b. Delayed Start, Early Dismissals, Snow Days	8
	c. Holidays	8
	d. Jury Duty	8
	e. Legal Leave	8
	f. Personal Days	8
	g. Sick Days	8
	h. Unpaid Leave	9
	i. Vacation	9
	j. Workers Compensation	9
V.	Salary	10

I. Administrators Covered

Mr. Tom Witiak Business Manager and Board Secretary (**Start Date: January 3, 2024**)

II. Work Year

The Employee shall work 260 days per fiscal year. Notification of absence, in advance if not an emergency, shall be made to the superintendent's office. Absences will be posted under the employee portal prior to the absence date or immediately after an emergency.

III. Fringe Benefits

The school district will provide the following fringe benefits:

a. Cell Phone Stipend

Employee will receive a monthly stipend of \$50 towards their cell phone bill to conduct school business during and after school hours. The monthly stipend will be paid on the second pay of each month.

b. Compensation

Employee will receive their annual salary in twenty-six (26) equals payments, paid bi-weekly, unless the year is a twenty-seven (27) pay year.

Employee, upon receiving an overall annual evaluation rating of satisfactory, request that salary increases be included in the agreement and effective July 1 each fiscal year.

c. Disability Insurance

Disability Insurance or Income Protection Plan as provided by the carrier.

d. Group Term Life Insurance

A group term life insurance plan in the amount of two (2) times salary will be provided at no premium cost to the employee. Any amount over \$50,000 is subject to applicable taxes. The employee shall have the choice to cap their plan at \$50,000.

e. Health Insurance – Including medical, dental & vision

i. Medical Insurance

The Board shall provide medical hospitalization insurance for employee and their dependents

according to the plan design and health insurance carrier of record in effect as of the date of approval of this Plan OR the most recent plan design and health insurance carrier of record if there have been subsequent changes.

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.

f. Insurance Opt-Out Waiver

To be eligible for the insurance opt-out, an employee 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 employee shall apply for the waiver in writing by April 1st each plan year.

An employee 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 employee \$2,500 per year. Payment by the district of the \$2,500 opt-out payment shall be paid each July 15th of the year following the annual waiver. Employees receiving the opt-out payment may decide whether to receive the payment by payroll check or a deposit into the employee's 403b plan. New hires shall be eligible for a prorated amount 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 insurance opt-out, 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 opt-out.

g. Liability Insurance

Liability Insurance will be available as provided by the carrier.

h. Mileage Reimbursement

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

i. Plan 125

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

j. Retirement Incentive

Criteria for Eligibility

- The member seeking retirement must have been a full-time employee of the Mountain View School District for a minimum of ten (10) years immediately preceding the June 30th of the retiring year.
- The member must also be at least fifty-five (55) years of age by September 1st of the retiring year or have at least twenty (20) credited years of service with the Pennsylvania Public School Employees' Retirement System (PSERS) and must not be eligible for a disability pension under PSERS.
- The member seeking retirement on June 30th of any year must submit notification to the Board of Education no later than March 1st of that year.
- The member must be retiring under the provisions of the Pennsylvania Public School Employees' Retirement System and must submit notification that such retirement has been completed by September 1st of said year.

Retirement Health Insurance: Including Medical, Dental, and Vision

- For each year of the 7 fiscal years' fiscal years following an employee's retirement the District shall pay 50% of the retiree's health insurance premium, up to a maximum of \$5,000 per year. If the value of the benefit of that insurance premium amounts to less than \$5,000, the District shall remit the difference to the retiree in the following disbursement schedule:

Year of retirement and following 7 years:

40% of difference to the employee's 403(b) plan
60% to the employee's HRA

Final year: 100% to the employee's HRA

- These benefit contributions will be made by the District to the 403(b) and HRA accounts by July 15th of each year. The retiree's payment for balance of their health insurance premium will be due to the District by July 30th of the current coverage year.

- When the employee reaches the age of Medicare A and B eligibility, the District will contribute \$5,000 to the employee according to the schedule for each of the remaining years, including a prorated contribution for the employee's final year under the District group plan.
- Should the carrier deny group coverage to the retiree for any valid reason, the retiree shall receive a \$5,000 per year contribution to their HRA. In such circumstances the retirees will be responsible for securing their own health coverage.
- Retirees who are eligible for health care coverage but having alternative sources of this benefit will have a District contribution of \$5,000 per year into the employee's 403(b) account. Once a retiree opts out he/she may not rejoin the District's plan.
- If coverage of a spouse and/or a dependent is desired, the retiree will pay the necessary premium to the District, provided this is acceptable to the carrier.
- In the event of the death of the retiree, any and all retirement incentive funds not disbursed on his/her behalf shall be paid to the retiree's beneficiary in one lump sum payable within one year of the retiree's death.

k. 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 school year is considered to be July 1 to June 30.
- Credit reimbursement amount will be paid according to the following schedule:

\$100.00	or	<u>Grade A</u> 85%	<u>Grade B</u> 50%
----------	----	-----------------------	-----------------------
- Reimbursement will be at 100% of the cost up to \$100 per credit or the grade % amount, whichever is higher. Courses graded as a Pass/Fail will be reimbursed at 85%.
- The maximum of credits reimbursable per year is fifteen (15). Total credit reimbursement is limited to \$1800/year.
- The administrative employee 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 must be earned in the applicant's field of assignment or with superintendent approval courses directly related to the employee's field of assignment. These credits must be at the graduate level.
- If an administrative employee leaves the employment of the district within 12 months of receiving reimbursement for a completed course(s), the administrator shall, in turn, fully reimburse the district for the money paid to the employee for any course taken during that twelve-month period.

I. Unused Sick/Vacation Days

i. Unused Sick Days

During the term of this contract period, any administrative employee 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 accrued during service to the District. The additional remuneration will be calculated as follows:

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

Payment will be made on or before July 15th of the year after service. All payments shall be made to the employee's 403(b) account.

ii. Unused Vacation Days

Any administrative employee with at least (2) years of service in the district who is leaving the district with a satisfactory rating for other employment or retirement shall be entitled to receive additional remuneration for unused vacation days. The additional remuneration will be calculated by multiplying the number of vacation days (maximum of 40) by the employees per diem rate. Payment shall be issued during the final pay period.

IV. Leaves

a. Bereavement

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 relative who resides 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 extreme emergency resulting in a delayed start, an early dismissal, school cancellation for snow or other emergency conditions the superintendent may make a determination for the administration to arrive late, leave early, and or be absent without loss of their available sick, personal, or vacation days.

c. Holidays

The stipulated holidays shall be granted on the following days: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and Two (2) Floating Holidays. In a 262 day year, the day after Thanksgiving and Christmas will be non-scheduled days. In a 261 day year, the days after Thanksgiving will be a non-scheduled day. Should any of the designated holidays occur on Sunday, the following Monday shall be recognized as the holiday. Should the holiday fall on a Saturday, the preceding Friday shall be recognized as the holiday. If the preceding Friday is already a holiday, the following Monday will be used.

The business office will be closed during the winter holiday break.

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. Sick Days

Ten (10) sick leave days will be provided as defined in the Public School Code. All sick days will accumulate without limit.

For the 2023-2024 school year, the employee will receive 25 additional days to be added to an additional sick bank, which may be used as sick days only and not accrued for sick day payout.

All administrative employees who are eligible for retirement under the provisions set forth by the Pennsylvania Public School Employees' Retirement System (PSERS) shall be entitled to, upon retirement, reimbursement for unused sick days as stated in Section III, Article I.

h. Unpaid Leave

An employee 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.

i. Vacation

Twenty (20) vacation days will be provided per fiscal year. Vacation days are to be taken during the months of June, July, and August. With prior approval by the superintendent days may be taken during the school year. Unused vacation days can be accumulated to a maximum of forty (40) days. Unused vacation days over forty (40) will be rolled over into the employees' sick leave at the end of the fiscal year. Use of more than twenty (20) vacation days in a fiscal year would require prior Board of Education approval.

The employee shall be reimbursed annually at the applicable per diem rate at the time of accrual for the maximum of five (5) unused vacation days.

j. Workers Compensation

Employees 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 employees who have been determined eligible for benefits shall not be charged against the employee's sick, personal or vacation leave during the period of eligibility.

VI. **Salary**

Business Manager:

2023-2024	3%	\$92,000
2024-2025	3%	\$94,760
2025-2026	3%	\$97,602.80
2026-2027	3%	\$100,530.88
2027-2028	3%	\$103,546.81
2028-2029	3%	\$106,653.21

Board Secretary Stipend:

2023-2024	\$2,000
2024-2025	\$2,060
2025-2026	\$2,121.80
2026-2027	\$2,185.45
2027-2028	\$2,251.02
2028-2029	\$2,318.55