

CENTRAL YORK SCHOOL DISTRICT

***775 MARION ROAD
YORK PA 17406***

ADMINISTRATIVE COMPENSATION

PLAN

2019-2020

***Adopted by the
BOARD OF SCHOOL DIRECTORS
on June 17, 2019***

CENTRAL YORK SCHOOL DISTRICT

ADMINISTRATIVE COMPENSATION PLAN

The Board of School Directors of the Central York School District adopts the following Administrative Compensation Plan pursuant to the “Public School Code of 1949”, as amended, Section 1164 and Board Policy 328, “Compensation Plans/Salary Schedules.” The Board recognizes the importance of maintaining an effective Management Team to strengthen the administration and educational programs of the District, and to establish and improve communications, decision-making, conflict resolutions, and other relationships among the members of the Team. To the extent possible, the annual meeting to discuss this plan shall be scheduled in February. Either party may initiate the scheduling of the meeting.

I. Term of Compensation Plan

This plan is effective **July 1, 2019**, and shall continue until **June 30, 2020**.

II. Definition

The term “Administrators” shall include the following positions for the purposes of this plan. The term “level” delineates the significance of the responsibility/accountability of each category and is referenced in the benefit section. For the purpose of the provisions of Section N, “years of service” shall be measured from the date of starting service to effective date of retirement and must represent complete years of service based on the work year at the time of retirement.

A. Professional Administrative Positions – Level I

Assistant to the Superintendent
High School Principal
Associate High School Principal
Assistant High School Principal
Middle School Principal
Assistant Middle School Principal
Elementary School Principal
Assistant Elementary School Principal
Director of Special Education
Special Education Supervisor
Director of Technology

B. Support Services Administrative Positions – Level II

Assistant Business Manager
Director of Communications
Director of Building & Grounds
Assistant Director of Technology
Director of School Safety & Security

III. Compensation Plan

Salaries for Professional and Support Services Administrators are based on an individual's performance and their position in their job category salary range.

- A. Job titles included in each salary range have been determined through a PSBA Administrative Compensation study authorized by the Board of School Directors. The job titles with each range are listed in Appendix 1.
- B. Minimum, midpoint, and maximum salaries are determined within each range. The salary ranges will be reviewed after 12 months for possible adjustments (Appendix 2).
- C. A Performance Evaluation Form will address specific position responsibilities based on the job description, general skills, attitudes, organizational relationship, and individual professional goals. The administrators will provide input into the evaluation tool and the content of the individual sections.
- D. The salary increase will be based on the individual's performance and their position in their salary range (Appendix 3).
- E. The Board reserves the right to adjust Administrative compensation at any time as necessary to maintain an equitable and fiscally responsible compensation plan.

IV. Fringe Benefits

The following fringe benefits shall apply to all administrators covered by this plan:

- A. Term Life Insurance - The District will provide group term life insurance with accidental death and dismemberment benefits in the amount of 2 times the actual salary rounded to the next highest \$1,000.
- B. Health Care Benefits - The District will continue to provide for administrators and their dependents health care benefits. Effective as of January 1, 2019, the PPO Plan shall be discontinued. The Employer will then begin to provide, in cooperation with its employees, a Qualified High-Deductible Health Plan (QHDHP).

To the extent other health coverage options may become available to other employees, those options will be offered to Administrators.

- C. Dental Benefits - The District will provide for administrators and their dependents dental benefits identical to those provided during 2017/2018.

D. Cost Sharing for Health and Dental Benefits - Effective **July 1, 2019 to June 30, 2020** each Administrator who elects the coverage's set forth in Sections B & C above, shall, except as otherwise provided in Section E below, contribute, via payroll deduction, **eleven (11%) percent** of the self-pay rate, established annually by the Trust, as follows:

July 1, 2019 – June 30, 2020 Rates

Coverage	Self-Pay Cost (Monthly)	Employee Contribution (Monthly)
Single	\$ 689.00	\$ 75.79
Employee + Child	\$1,256.00	\$138.16
Employee + Children	\$1,467.00	\$161.37
Spouse (eligible for other coverage)	\$ 865.00	\$ 95.15
Spouse (ineligible for other coverage)	\$ 865.00	\$ 95.15

E. HEALTH SAVINGS ACCOUNTS

(1) Health Savings Account (HSA) funds may be used for the deductible and any qualified unreimbursed medical, dental, or vision expenses in compliance with applicable law. Effective January 1, 2019, for any employee electing coverage under the QHDHP plan, it is anticipated that the Employer will make contributions to each employee's Health Savings Account within fifteen (15) days of the dates indicated below, based on a \$1,500 individual or \$3,000 employee plus dependent(s) deductible amount:

September 1, 2019 - \$450 individual or \$900 employee plus dependent(s)
 January 1, 2020 - \$800 individual or \$1,600 employee plus dependent(s)

(2) If the IRS changes the minimum deductible requirements for the QHDHP, the Employer will make HSA contributions equivalent to 80% of the minimum deductible amount in 2020.

(3) In addition to the Employer contributions listed above, employee contributions may be made into an employee's HSA at any time during the plan year via district payroll deductions, in-person deposits with the HSA account administrator, or via other means. Consult IRS Publication 969 for complete details on annual contributions, qualifying for an HSA, etc. at www.irs.gov.

(4) Any employee that moves from individual coverage to employee plus dependent(s) coverage as a result of a qualifying event will receive an additional prorated employer contribution into his or her Health Savings

Account. Any employee that moves from employee plus dependent(s) to individual coverage as a result of a qualifying event will not lose any of the employer contribution into his or her Health Savings Account as once funds have been deposited into an account, they become the possession of the employee.

(5) If an eligible employee participating in the QHDHP does not meet the criteria for an HSA due to enrollment in Medicare, coverage in a non-qualified health plan, coverage under a spouse's employer-sponsored full-purpose FSA or full-purpose HRA, participation in Tri-Care, or the employee is considered a tax dependent of another, said employee will receive either taxable payment by the Employer on the same January 1 / September 1 schedule as detailed above, or may opt to have those amounts contributed to a 403(b).

(6) If an eligible employee participating in the QHDHP also wishes to participate in a health flexible spending account, he/she will be eligible to participate in only a limited purpose flexible spending account to cover unreimbursed dental and vision expenses only. Said eligible employee participating in the QHDHP, however, may participate in a dependent care flexible spending account to cover eligible child care and elder care expenses to the maximum extent permitted by law.

F. Health Coverage for Spouses

a. Effective July 1, 2019, spouses of employees who are employed or self-employed and are eligible to obtain health coverage through that employment or self-employment can be covered by the District's plan but at increased rates of contribution by the employee, in addition to the eleven (11%) percent contribution provided in Section D above. The additional amounts of contribution are as follows:

July 1, 2019 – June 30, 2020: \$350.00 per month

b. Spouses who are not employed or self-employed or who are employed or self-employed but not eligible for health coverage through that employment or self-employment shall, along with the employee, complete and sign an Affidavit confirming that the spouse is either: (a) not employed or self-employed; or (b) employed or self-employed by an identified entity but not eligible for health benefits provided by that entity. The Affidavit shall include authorization for the District to verify any information provided in the Affidavit.

- G. Sick Leave - The District will provide one (1) day of sick leave annually for each month worked and they shall be cumulative. Administrators may use up to six (6) days per year for family illness.
- H. Bereavement Leave - The District shall provide up to three (3) days for bereavement in the event of death of an immediate family member and up to one (1) day for a near-relative (these terms are defined in the Public School Code, as amended, Section 1154).
- I. Personal/Emergency Leave For Level I Administrators the District will provide three (3) days personal leave annually. Days may be accumulated from year-to-year up to four (4) days; however, no more than two (2) days can be taken at one time. During the plan years, administrators will have the option of being compensated for unused personal leave days at a rate of \$120.00 per day. The District will provide two (2) emergency days per year for family and/or property emergencies, subject to reasonable approval by the Superintendent.

For Level II Administrators, the District will provide two (2) personal days per year regardless of the number of hours worked. Days may be accumulated from year-to-year up to six (6) days; however no more than four (4) days can be taken at one time.

- J. Graduate Credit Reimbursement - The District will provide full graduate credit reimbursement of the amount of tuition and fees actually paid per graduate credit.

To be eligible for graduate credit reimbursement, the course must receive pre-approval from the Superintendent and must be directly related to the area of assignment or to an area of potential administrative advancement within the District. Graduate credit reimbursement for administrators shall be limited to twelve (12) credits per year. This limitation will not be applicable if the administrator is on an approved leave of absence for professional development. (The Board policy for a leave of Absence for Professional Development states that the minimum requirements for leave for a full school term shall be any of the following or a combination thereof: eighteen (18) graduate hours; twenty-four (24) undergraduate credits; three hundred sixty (360) hours of professional development activity).

In the event an administrator voluntarily terminates employment prior to the expiration of one full school year following the successful completion of college or university credits for which reimbursement has been paid, the administrator shall be required to repay the amount of such reimbursement to the District, through payroll deduction, from the administrator's remaining paycheck(s). If the full amount cannot be recovered through payroll deduction, the administrator shall otherwise repay the full amount

within ninety (90) calendar days from the date of separation from employment.

In the event an administrator voluntarily terminates employment after one full school year but before the expiration of a second full school year following the successful completion of college or university credits for which reimbursement has been paid, the administrator shall be required to repay fifty (50) percent of such reimbursement to the District.

In the event an administrator voluntarily terminates employment after two full school years but before the expiration of a third full school year following the successful completion of college or university credits for which reimbursement has been paid, the administrator shall be required to repay twenty-five (25) percent of such reimbursement to the District.

- K. Professional Dues Payment - The District will provide for payment of professional dues for local, state, and national organizations for each administrative staff member. The total amount of dues paid shall not exceed \$650 for Level I administrators and \$450 for Level II administrators.

- L. Income Disability Insurance (Level I benefit)- The District will provide disability income insurance in an amount equal to 2/3 gross "salary". The waiting period shall be six months or the exhaustion of sick leave, which last occurs, and benefits shall continue to age 65. (To be eligible for this benefit the employee must show evidence of insurability at standard rates at the time of hire.)

- M. Payment for Medically-Related Expenses - The District will provide for a payment of up to \$800.00 per year for Level I administrators for any medical or medically-related expenses not covered by the medical plans or reimbursed to any percentage under major medical. For Level II Administrators, a payment of up to \$400.00 will be granted. Receipts must be provided to the Superintendent in order to receive reimbursement.

- N. Summer FlexTime - The District will permit administrators to exercise a flextime option during the summer months when school is not in session. The week before the start of school and the week following the close of school are excluded from this option. It is understood that all work must be completed on time and any change in work schedules cannot conflict with scheduled District or building activities. All changes in work schedules must have the prior approval of the Superintendent.

O. Paid Holidays - (12-month administrators only) - 12 per year. The scheduled holidays for the 2019-20 school year are:

- July 4 and 5, 2019 (Independence Day Holidays)
- September 2, 2019
- November 28 and 29, 2019 (Thanksgiving Holidays)
- Either December 2, 2019 or January 20, 2020 (Floating Holiday)
- December 24 and 25, 2019 (Christmas Holidays)
- December 31, 2019 and January 1, 2020 (New Year's Holidays)
- April 10, 2020 (Good Friday)
- May 25, 2020 (Memorial Day)

P. Vacation - (12-month administrators only):

- 1 year – 15 days
- 2 years – 16 days
- 3+ years – 20 days

The Board encourages members of the administrative staff to use their vacation on a regular basis for the purposes for which it was intended.

Special Provisions

Administrators entitled to vacation under this plan should use most of their vacation during the days when school is not in session, recognizing that substitutes are not usually provided except in the case of extended absence due to illness or approved leaves of absence. Building-level administrators are restricted to not more than seven (7) days vacation absence, of which a maximum of four (4) days may be taken consecutively, annually during the time when school is in session. All vacation taken during the school term must have prior approval of the Superintendent and must not conflict with major activities, which would require administrative coverage. Vacation days may be used to meet emergency obligations at any time with approval of the Superintendent.

Administrators who are eligible for twenty (20) vacation days per year and are unable to schedule their full entitlement due to District restrictions or conflict may deposit three (3) vacation days per year in an unused vacation account, which would be used in the event of an extended illness in excess of available sick leave days or may be used as a basis for a payment based on unused vacation days upon retirement and ten (10) years as an administrator in the District. This payment will be calculated on a \$100.00-a-day basis with a \$5,000.00 maximum. (Maximum of 50 days.)

Q. Retirement Benefits (Level I administrators only)

1. Retirement Payment - The District will make a post-retirement payment in five (5) equal installments beginning no later than sixty (60) days following the administrator's retirement date and continuing annually. The annual installment will be calculated based on the following:

- a. Number of unused sick leave days times \$50.00 per day with a \$10,000 maximum.
- b. Credit for years of administrative service in the District:

10 years - \$10,000	18 years - \$18,000
11 years - \$11,000	19 years - \$19,000
12 years - \$12,000	20 years - \$20,000
13 years - \$13,000	21 years - \$21,000
14 years - \$14,000	22 years - \$22,000
15 years - \$15,000	23 years - \$23,000
16 years - \$16,000	24 years - \$24,000
17 years - \$17,000	25 years and over - \$25,000

Annual installment = (a + b)/5. To qualify for this payment the administrator must be eligible for a retirement annuity under the provisions of the Pennsylvania School Employees Retirement System and have completed ten (10) years administrative service in the District. If an administrator retires before reaching superannuation, then a 1% reduction of benefits will be levied for every month early that the retirement becomes effective before reaching superannuation. The administrator must also notify the District, in writing, of the intent to retire at least ten (10) months prior to the effective date of retirement. In addition, the employee must have received a satisfactory rating during the last year of employment.

2. Health Benefits

An administrator who retires from service with the District shall be entitled to District-paid health benefits, for the administrator only, from the effective date of retirement for a period of years measured by the greater of:

- a. Four (4) months of health benefits are earned for every year of service to the District as an administrator with a maximum of 120 months of payment; or
- b. One (1) year of health benefits for every five (5) years of total service to the District.

To be eligible for these health benefits, the administrator must be eligible for a retirement annuity under the provisions of the Pennsylvania School Employees Retirement System and have completed a minimum of ten (10) years administrative service with the District. If an administrator retires before reaching superannuation, then a 1% reduction of benefits will be levied for every month early that the retirement becomes effective before reaching superannuation. The administrator shall contribute, on a monthly basis, the same portion of the cost of health benefits as set forth in the CYEA contract in effect from time to time. Additional costs should be paid by the employer except for any amount to which the retired administrator is eligible for reimbursement pursuant to the PSERS Health Insurance Premium Assistance Program (HIPAP).

R. Retirement Benefits (Level II administrators only)

1. Retirement Payment - The District will make a post-retirement payment based on unused sick leave, no later than sixty (60) days following the administrator's retirement date. The payment will be the number of unused sick leave days times \$50.00 per day with a \$10,000 maximum.

To qualify for this payment, the administrator must be eligible for a retirement annuity under the provisions of the Pennsylvania School Employees Retirement System and have completed ten (10) years administrative service in the District. If an administrator retires before reaching superannuation, then a 1% reduction of benefits will be levied for every month early that the retirement becomes effective before reaching superannuation. The administrator must also notify the District, in writing, of the intent to retire at least ten (10) months prior to the effective date of retirement. In addition, the employee must have received a satisfactory rating during the last year of employment.

2. Health Benefits

- (a) An administrator who retires after twenty (20) or more but less than thirty (30) years of service with the employer, shall be entitled to health benefits pursuant to Section IV, paragraph B hereof (for the employee only--no dependent coverage) for two (2) years from the effective date of retirement; and

- (b) An administrator who retires after thirty (30) or more years of service with the employer, shall be entitled to health benefits pursuant to Section IV, paragraph B hereof (for the employee only—no dependent coverage) for three (3) years from the effective date of retirement. In either case, the cost of such benefits shall be paid by the employer except for any amount as to which the retired employee is eligible for reimbursement pursuant to the PSERS Health Insurance Premium Assistance Program (HIPAP).

APPENDIX 1

Administrative Compensation Plan 2019-2020

PAY RANGES FOR CENTRAL YORK SCHOOL DISTRICT

RANGE I

Superintendent

RANGE II

Assistant Superintendent of Curriculum & Instruction

RANGE III

High School Principal
Assistant to the Superintendent

RANGE IV

Middle School Principal
Associate High School Principal
Business Manager

RANGE V

Elementary School Principal
Director of Special Education
Director of Technology

RANGE VI

Director of Human Resources
Assistant High School Principal
Assistant Middle School Principal
Assistant Elementary School Principal
Special Education Supervisor

RANGE VII

Director of Building & Grounds

RANGE VIII

Assistant Business Manager
Director of Communications
Assistant Director of Technology
Director of School Safety and Security

APPENDIX 2

2019-2020 SALARY RANGES

	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Contract</u>
<u>RANGE I</u> Superintendent	\$142,236	\$170,682	\$199,130	12-Months 2019/20
<u>RANGE II</u> Assistant Superintendent	\$119,809	\$143,771	\$167,732	12-Months 2019/20
<u>RANGE III</u> High School Principal Assistant to the Superintendent	\$110,126	\$132,150	\$154,176	12-Months 2019/20
<u>RANGE IV</u> Middle School Principal Associate High School Principal Business Manager	\$ 99,136	\$118,964	\$138,791	12-Months 2019/20
<u>RANGE V</u> Elementary School Principal Director of Special Education Director of Technology	\$ 97,337	\$116,805	\$136,272	12-Months 2019/20
<u>RANGE VI</u> Director of Human Resources Assist. High School Principal Assist. Middle School Principal Assist. Elem. School Principal Special Ed Supervisor (225)	\$ 84,159	\$100,991	\$117,823	12-Months 2019/20
	\$ 74,120	\$ 88,943	\$103,767	225-Days 2019/20
<u>RANGE VII</u> Director of Building & Grounds	\$ 74,807	\$ 89,769	\$104,731	12-Months 2019/20
<u>RANGE VIII</u> Assistant Business Manager Director of Communications Assistant Director of Technology Director of School Safety & Security (225)	\$ 65,749	\$ 78,899	\$ 92,049	12-Months 2019/20
	\$ 56,898	\$ 68,278	\$ 79,658	225-Days 2019/20

APPENDIX 3

Compensation Plan
2019-2020

DETERMINING SALARY INCREASES

This matrix is based on an individual's performance and their position in their salary range. The following steps are used to determine an employee's pay raise:

1. Determine the total evaluation score (add areas I, II, and III) - _____ (possible 150)
2. Use the following formula:

$$\frac{\text{Current Salary}}{\text{Current Midpoint}} = \text{Percentage of the Midpoint}$$
3. The percentage of the midpoint along with the total evaluation score will determine the pay raise formula by where the two intersect on the matrix.
4. The School Board determines X. So, the actual pay raise is then determined by the percent added or subtracted from X. For the term of this agreement "X" will be a minimum of 1% and subject to review or adjustment by the School Board in April, 2020.

For example, if an individual received an evaluation score of 130 points and is at 93% of the midpoint with the Board determining that X will equal 1%, then the pay raise for this individual would be a 3% pay raise.

PERFORMANCE EVALUATION SCORE

Highest Possible Standard	Superior	Above Average	Expected Area of Performance	Below Average	Needs Improvement	Serious Problems Exist
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	150-145	144-135	134-124	123-116	115-108	107-100	99-83	82 or less	
PERCENT OF MIDPOINT	80% and below	X + 4.5%	X + 4%	X + 3.5%	X + 3%	X + 2.5%	No Increase	No Increase	No Increase
	81% to 85%	X + 4%	X + 3.5%	X + 3%	X + 2.5%	X + 2%	No Increase	No Increase	No Increase
	86% to 90%	X + 3.5%	X + 3%	X + 2.5%	X + 2%	X + 1.5%	No Increase	No Increase	No Increase
	91% to 95%	X + 3%	X + 2.5%	X + 2%	X + 1.5%	X + 1%	No Increase	No Increase	No Increase
	96% to 100%	X + 2.5%	X + 2%	X + 1.5%	X + 1%	X + .5	No Increase	No Increase	No Increase
	101% to 105%	X + 2%	X + 1.5%	X + 1%	X + .5	X	No Increase	No Increase	No Increase
	106% to 110%	X + 1.5%	X + 1%	X + .5	X	3/4X	No Increase	No Increase	No Increase
	111% to 115%	X + 1%	X + .5	X	X	1/2X	No Increase	No Increase	No Increase
	116% to 120%	X +.5%	X	X	X	1/4X	No Increase	No Increase	No Increase