

Huntingdon Area School District
2400 Cassady Ave, Suite 2
Huntingdon, PA 16652

ACT 93 ADMINISTRATORS' AGREEMENT

For Fiscal Years:
July 1, 2017 - June 30, 2022

A. Introduction

The goal of this Plan between the Huntingdon Area School District's Board of Education and Administrative Staff is to provide a means by which compensation affecting the school administrative and supervisory personnel can be resolved within the framework of a management team philosophy.

The Board of School Directors of Huntingdon Area School District adopts the following Administrator Compensation Plan pursuant to the "Public School Code of 1949", as amended, Section 1164. 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 resolution, and other relationships among the members of the Team.

B. Act 93 personnel

The administrative personnel affected by this Agreement are the Director of Education, Principals and Assistant Principals, Director of Student Services and Assistant Director of Student Services, Director of Technology, Supervisor of Building and Grounds, Food Service Director and Athletic Director.

C. Professional's Day

All twelve (12) month employees will work 260 days out of the year with the exception of the Athletic Director and all ten (10) month employees. The Athletic Director and all ten (10) month employees will be required to work 210 days. If the Athletic Director or ten (10) month administrators are asked to work above their allocated days, they will be compensated at per diem rate. Prior approval from the Superintendent not to exceed 10 days. Any requests above 10 days would require board approval. All employees are expected to spend the time required to do an effective job in their respective areas of endeavor.

D. Evaluation of Administrators

All Act 93 employees, who are required to by State Law, will be evaluated using the PDE Educator Effectiveness rubric as required. For members that the PDE Educator Effectiveness

does not apply to they will be evaluated using the HASD board-approved evaluation tool and follow the same process as those who are evaluated under Educator Effectiveness Law.

E. Evaluation Performance Reports

The Superintendent shall evaluate and assess in writing the performance of all Act 93 members at least once a year during the term of this contract. This evaluation and assessment shall be reasonably related to the goals and objectives for the year in question.

In the event the Superintendent determines the performance of an Act 93 employee to be unsatisfactory in any respect, (s)he shall describe in writing, in reasonable detail, specific instances of unsatisfactory performance. The evaluation shall include recommendations as to types of improvements in all instances where the Superintendent deems performance to be unsatisfactory. A copy of the written evaluation shall be delivered to the Act 93 employee. The Act 93 employee shall have the right to make a written reaction or response to the evaluation. This response shall become a permanent attachment to the member's personnel file. The Superintendent's evaluation and the employee's response shall be private and in no manner become public knowledge. Within thirty (30) days of the delivery of the written evaluation to the Act 93 employee or as soon thereafter as is reasonably practical, the Superintendent shall meet with the Act 93 employee to discuss the evaluation.

Any employee receiving a final "unsatisfactory" rating or who is placed on an improvement plan will not be entitled to a raise until the employee receives a satisfactory rating.

F. Salary/benefits:

1. **Salary:** Salary will be established at the time of hiring. Thereafter, the salary will be adjusted by the tier for the forthcoming fiscal year.
 - a. Tier 1 Employees: 1.6% Salary increase
 - i. (Director of Education, Food Service Director, Supervisor of Building and Grounds,)
 - b. Tier 2 Employees: 2.1% Salary increase
 - i. (Building Level Principals, Director of Student Services, Director of Technology, **Athletic Director**)
 - c. Tier 3 Employees: 2.5% Salary increase
 - i. (Assistants Principals and Assistant Director of Student Services)
 - d. A performance incentive of \$500 for an overall performance rating in the observational data of 2.5 or higher will be awarded as a bonus for the year is it applicable.

2. Medical Insurance

The District shall pay 90% of the cost for medical insurance coverage for each individual. Continuing from July 1, 2017, the medical insurance coverage will mirror the same level of benefits in the HAEA contract. If the HAEA negotiates a change in medical insurance coverage, the board of directors will grant the Act 93 group the opportunity to meet and discuss this part of the agreement upon written request.

3. Dental Insurance

The District shall pay 75% of the cost of family group dental insurance of the same type in effect, which is provided under the current professional contract.

4. Life Insurance

The District shall pay for the cost of one (1) \$100,000 term life insurance policy insuring the life of each Administrator with the same life insurance company providing term life coverage in the current professional contract.

5. Vision Plan

The District will provide a vision plan for Administrators.

6. Sick Leave

All twelve (12) month administrators are entitled to twelve (12) sick days per year with the exception of the Athletic Director and ten (10) month administrators. The Athletic Director and ten (10) month administrators are entitled to ten (10) sick days per year. These days are to be credited on July 1 of each year and will be prorated if the member ends employment prior to June 30 of the current school year.

7. Unused Sick Leave

Upon retirement, the District will deposit the amount of \$175 multiplied by the total number of days of his/her unused sick leave and personal days into a 403B and/or HSA (unless the retiring group agrees to an HRA) as designated by the employee. Restrictions:

- a. The employee must 52 years old or older.
- b. The employee must have 10 years of service in the district and at least 20 years in education.
- c. The employee may not have taken a sabbatical in his/her last year prior to retirement and may not be on disability retirement.
- d. The employee must permanently retire from PSERS.
- e. The date of retirement may not be prior to the end of the current school year.

8. Personal Days

All Administrators are entitled to five (5) personal days per year. These days are to be credited on July 1 of each year. Personal days not used by June 30 of each year will be deposited into the members' 403b at the same rate as unused sick leave.

9. Vacation Days

- a. The Athletic Director and ten (10) month administrators will not receive vacation days.
- b. Vacation Policy and Schedule:
 - i. All full-time, twelve (12) month Administrators are eligible to accumulate paid vacation.
 - ii. All full-time, twelve (12) month Administrators will earn two (2) days per month.
 - iii. All vacation days will be credited on the sixteenth day of the month.
 1. All new employees who are hired and commence employment between the first and the fifteenth of the a month will be eligible for a vacation day for the month in which they begin employment.
 2. All new employees who are hired and commence employment on or after the sixteenth of the month will not be eligible for a vacation day until the following month.
 3. All employees who resign between the first and the fifteenth of the month are not eligible to earn vacation time for the month in which they resign.
 4. All employees who resign on or after the sixteenth of the month are eligible to earn vacation time for the month in which they resign.
 - iv. Full-time employment is defined as an employee who works thirty (30) or more hours per week.
 - v. Vacation days may be divided and used in one-half days.
 - vi. Employees may carry over no more than ten (10) days after August 31st of each year.
 - vii. Each August 31, if the member has a balance of more than ten (10) vacation days, the member will have the option of:
 1. Deposit the value of some or all vacation days in excess of ten (10) days into the members 403(b) plan and/or HSA at the rate of unused sick time.
 2. Receive payments at the rate of unused sick time for up to ten (10) days.
 3. A combination of 1 and 2.

10. Holidays

The following are holidays for Twelve (12) Month Administrators:

Labor Day	Thanksgiving Day	Day after Thanksgiving
Day before Christmas	Christmas Day	Day after Christmas
Day before New Year's	New Year's Day	Good Friday
Memorial Day	Independence Day	Four (4) Floating Holidays*

*The floating holidays must be used when school is not in session.

11. Emergency Days

The Superintendent may approve emergency days for Administrators.

12. Bereavement

The following bereavement policy is allowed for administrators under this agreement:

- a. Three (3) days:
 - i. Spouse, child, son/daughter-in-law, parent, father/mother-in-law, brother, sister, brother/sister-in-law, grandparent, grandchild, and any other member of the immediate household.
- b. One (1) day:
 - i. Friend or relative outside of the administrator's immediate family.

13. Credits to Maintain and Improve Skills

The District will reimburse the Administrators 100% of the cost for tuition and books incurred to maintain and improve the Administrator's skills, provided said courses are approved by the Superintendent. The maximum number of credits for any fall and spring semester shall be four (4) credits. The maximum number of credits for any one (1) year shall be twelve (12) credits. Any employee that participates in the credit reimbursement program agrees to work in the district for a minimum of two (2) school years (July 1 - June 30) after the completion of the course. Failure to complete two full years of service will require the employee to refund the payment for the course(s) taken within that school year (July 1 - June 30). Example: if the member completes a course in May of school year 2014-15, if the member would leave the district any sooner than June 30 of 2017, the cost of the course would be the member's responsibility.

14. Severance Pay

The retirement provision provides that an employee with twenty (20) years of service, ten (10) years of which are with this District, will be paid an additional seven thousand five hundred dollars (\$7,500). The retiree may elect to apply this sum to the escrow account as

outlined in number 2, appearing above. Notification must be made in writing 120 days prior to June 30 of the fiscal year preceding the employee's retirement date.

15. Indemnity Clause

The District shall carry liability coverage for the administrative staff.