

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

ACT 93 ADMINISTRATORS' AGREEMENT

For Fiscal Years: July 1, 2022 - June 30, 2026

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 Principals and Assistant Principals, Director of Student Services and Assistant Director of Student Services, Director of Technology, Supervisor of Building and Grounds, Curriculum and Instruction Supervisor, Online Learning Director, Director of Human Resources and Athletic Director.

C. Professional's Day All twelve (12) month members will work two hundred sixty (260) days out of the fiscal year. All ten (10) month members will be required to work two hundred ten (210) days out of the fiscal year.

- If two hundred ten (210) day members are asked to work above their allocated days, not to exceed ten (10) days, and the Superintendent gives prior approval, they will be compensated at per diem rate.
- Any requests above ten (10) days would require board approval.
- All members 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 members, 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 member 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 member. The Act 93 member 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 member'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 member or as soon thereafter as is reasonably practical, the Superintendent shall meet with the Act 93 member to discuss the evaluation.

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

For the 2022-2026 agreement, salary increases will be:

- Current members earning less than \$70,000:
 - 2022 - 2023: 2.5% Increase
 - 2023 - 2024: 2.6% Increase
 - 2024 - 2025: 2.7% Increase
 - 2025 - 2026: 2.8% Increase

- Current members earning \$70,000 to \$89,999:
 - 2022 - 2023: 2.3% Increase
 - 2023 - 2024: 2.4% Increase
 - 2024 - 2025: 2.5% Increase
 - 2025 - 2026: 2.6% Increase

- Current members earning \$90,000 and up:
 - 2022 - 2023: 2.2% Increase
 - 2023 - 2024: 2.3% Increase
 - 2024 - 2025: 2.4% Increase
 - 2025 - 2026: 2.5% Increase

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

- Two hundred sixty (260) day members are granted twelve (12) sick days per year.
- Two hundred ten (210) day members are granted ten (10) sick days per year.
- Sick days are credited on July 1 of each year.
- Sick days will be prorated according to hire date or if the member ends employment prior to June 30 of the current school year.
- New Administrators hired in the District can transfer (twenty five) 25 sick days from their previous employer with board approval.

7. Unused Sick Leave Upon retirement, the District will deposit the amount of \$175 multiplied by the total number of unused sick leave days into the members 403B and/or HSA (unless the retiring group agrees to an HRA) as designated by the member.

Restrictions:

- a. The member must be 52 years old or older.
- b. The member must have 10 years of service in the District and at least 15 years in education.
- c. The member may not have taken a sabbatical in his/her last year prior to retirement and may not be on disability retirement.
- d. The member must permanently retire from PSERS.

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.

9. Unused Personal Days

- By June 30 of each year, the District will deposit the amount of \$225 per the number of unused personal days into the members' 403B and/or HSA (unless the retiring group agrees to an HRA) as designated by the member.

10. Vacation Days

- Two hundred ten (210) day members will not receive vacation days. However, they will be afforded the option to trade days as approved by the superintendent. Contractual days must be completed by June 30.
- All two hundred sixty (260) day members are eligible to accumulate paid vacation.
- All two hundred sixty (260) day members will earn two (2) days per month.
- All vacation days will be credited on the sixteenth day of the month.
 - All new employees who are hired and commence employment between the first and the fifteenth of the month will be eligible for a vacation day for the month in which they begin employment.
 - 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.
 - 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.
 - 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.

- Full-time employment is defined as an employee who works thirty (30) or more hours per week.
- Vacation days may be divided and used in one-half days.
- Employees may carry over no more than fifteen (15) days after August 31st of each year.
- Each August 31, if the member has a balance of more than fifteen (15) vacation days, the member will have the option of:
 1. Deposit the value of some or all vacation days in excess of fifteen (15) days into the members 403(b) plan and/or HSA at the rate of \$175 per day.
 2. Receive payments at the rate of \$175 per day for up to ten (10) days.
 3. A combination of 1 and 2.

11. **Holidays** - The following are observed holidays for two hundred sixty day (260) members:

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. Floating holidays do not apply to two hundred ten (210) day members.

12. **Emergency Days** The Superintendent may approve emergency days for Administrators.

13. **Bereavement** The following bereavement policy is allowed for Administrators under this agreement:

- Three (3) days: 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.
- One (1) day: Friend or relative outside of the Administrator's immediate family.

14. **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 one (1) fiscal year shall be twelve (12) credits.
- Any member 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, after the completion of the course, will require the member to refund the payment for the course(s) taken within that school year (July 1 - June 30).

15. **Severance Pay** The retirement provision provides that a member 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 member's retirement date.

16. **Indemnity Clause** The District shall carry liability coverage for the administrative staff.

17. **Professional Organizations**

- Dues will be paid for annual memberships up to \$1,000.00 for professional associations and/or organizations directly related to members' work assignments.

18. **Summer Hours**

During the Summer months when school is not in session two hundred sixty (260) day members will work Monday through Thursday during the approved yearly district summer schedule. During this time all members are expected to spend the required time to do an effective job in their respective areas of endeavor.