



**Administrators and Supervisors I
Handbook
On Compensation and Related Benefits
School Board Policy No. 328**

**Approved by the Board
Of School Directors
June 16, 2022**

**For the period
July 1, 2022 through
June 30, 2026**

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 Technology for Instruction, Assessment, and Intervention, Supervisor of Special Education, Network Specialist, Information Systems Specialist, School Psychologists, Athletic Director, Assistant Business Manager, Transportation Supervisor, Management Systems Administrator, Home and School Visitor, Supervisor of Maintenance and Operations, Principal of SYA, Supervisor of Pupil Services, Supervisor of Transition Programs, Administrator for Safe and Inclusive Schools and Supervisor of Food Services and Supervisor of Curriculum and Instruction. This group will in this document and here and after be referred to as ADSUP I.

Work Year

12-month employees work year is 260 days, 261 days or 262 days depending on the fiscal year calendar.

11-month employees work year is 244 days which includes the 193 teacher days plus fifty-one additional workdays as determined by the Superintendent or designee. An 11-month employee will receive eleven (11) sick days, ten (10) vacation days, and four (4) personal days. 11-month employees are entitled to holiday pay.

10-month employees work year is 200 days which includes the 193 teacher days plus seven additional workdays that are determined by the Superintendent of Schools. A 10-month employee will receive 10 sick days and 4 personal days. A 10-month employee will not be entitled to vacation days or holiday pay.

II. ADJUSTMENT AND EQUALIZATION OF ADSUP I - RTMEA BENEFITS

- A. At minimum, equivalent benefits granted to the teacher's association 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.

III. VACATION DAYS

- A. Each ADSUP I member completing one year of service will earn twenty-three (23) paid vacation days per year to be accrued monthly at the rate of 1.9167 days per month. Vacation days will be prorated based on the number of months an employee does not work.

ADSUP I members earning twenty-four or twenty-five vacation days as of June 30, 2022 can maintain said number of vacation days.

Newly hired administrators will be granted twelve (12) vacation days in the first year if they begin their employment in July of the fiscal year. Those ADSUP I members hired after July will have their vacation days prorated based on the number of months remaining within the fiscal year once the newly hired ADSUP I member begins working.

- B. In case of resignation or retirement, an individual will be compensated at his/her per diem rate for unused, accumulated vacation leave, not to exceed twenty (20) work days.
- C. During the winter recess/and spring vacation 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 the Superintendent for approval.

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

- D. Employees may carry over a maximum of thirty (30) 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 per diem rate to be paid no later than July 31.

Eleven (11) month employees may carry over a maximum of twenty (20) days to a new school year. Eleven (11) month employees must use five (5) vacation days each year. If five (5) vacation days are used, eleven (11) month employees may request to be paid for a maximum of six (6) unused vacation days at per diem rate to be paid no later than July 31.

IV. SICK LEAVE

Twelve month employees shall accumulate twelve (12) sick leave days at the rate of one per working month. The concept of a Sick Leave Bank may be developed and jointly agreed upon by the Board and ADSUP I.

V. 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, and shall be available only after the employee has used two (2) personal days.

Employees will submit in writing 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.

VI. SICK LEAVE BUY-BACK

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 day leave at the rate of \$100.00 per day.

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 day leave accumulated from day 26 up to 100 unused sick days at the rate of \$50.00 per day.

VII. SICK LEAVE BANK

If the Rose Tree Media Education Association establishes a sick leave bank, the ADSUP I group will be allowed to establish one also.

VIII. PERSONAL AND EMERGENCY LEAVE

Individuals 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 immediate supervisor. Any unused personal days will be converted to sick leave on July 1 of each fiscal year.

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 allocation for memberships in professional associations each year.

Receipt of payment of dues will be made available upon request.

XI. PROFESSIONAL DEVELOPMENT REIMBURSEMENT

- A. Professional Development reimbursement will be paid for by the Board contingent upon the Superintendent's written approval of the course or program and the institution offering same.
- B. The Board will reimburse the cost of professional development up to \$7,500 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. Fund Allocation

The District will reimburse only for tuition. 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. Course requests deadlines:

Fall semester: by August 15th
Spring semester: by January 1st
Summer I and II: by 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 School Board Solicitor will be made available to individuals sued 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.

XV. HOLIDAY AND SUMMER WORKSHOP ATTENDANCE

Ten-month members of ADSUP I whose attendance is mandatory during July and August will be paid at their per diem rate.

XVI. INSURANCE BENEFITS

A. Health and Hospitalization

Effective July 1, 2021, the District will offer a Silver Plan and a Platinum Plan.

1. **Silver Plan** is available to all ADSUP I members who do not elect the Platinum Plan. The Silver Plan is the Independence Blue Cross' Personal Choice Plan \$3,500/\$40/\$80/100% or equivalent from another carrier. The District will pay the full cost of the premium for the Silver Plan during all three-contract years.

2. **Platinum Plan** is available to all ADSUP I members. The Platinum Plan is the Independence Blue Cross' Personal Choice Plan HD1-HC1 \$1,500/\$3,000 or equivalent from another carrier. ADSUP I members who elect the Platinum Plan will contribute to the monthly premium.

In year 1 (2022-2023) employees will be responsible for four (4%) percent of the monthly premium.

In year 2 (2023-2024) employees will be responsible for four (4%) percent of the monthly premium.

In year 3 (2024-2025) employees will be responsible for seven (7%) percent of the monthly premium.

In Year 4 (2025-2026) employees will be responsible for nine (9%) percent of the monthly premium.

3. Contributions to the monthly premiums are deducted on a pre-tax basis as permitted under the Internal Revenue Code of 1986, as amended. The District is a sponsor to a pre-tax plan pursuant to Internal Revenue Code Section 125, and the regulations promulgated thereunder. ADSUP I members who participate in the Platinum Plan and contribute to the monthly premium do so on a pre-federal income and FICA tax basis.

B. HRA Funding:

1. **The Silver Plan:** ADSUP I members who participate in the Silver Plan will be eligible for the following funding to a Health Reimbursement Account (HRA).

During the 2022-2023, 2023-2024 and 2024-2025, contract years of the agreement, the District will fund up to \$2,500.00 annually for single coverage and up to \$5,000.00 annually for all other coverage levels in a Health Reimbursement Account (HRA). The HRA funding may be used for the deductible, medical copayments, out of network claims, and prescription copayments.

2. **Platinum Plan:** ADSUP I members who participate in the Platinum Plan will be eligible for the following funding to a Health Reimbursement Account (HRA).

During the 2022-2023 contract year, the District will fund up to \$1,500.00 annually for single coverage and up to \$3,000.00 annually for all other coverage levels in a Health Reimbursement Account (HRA). The HRA funding may be used for the deductible, medical copayments, out of network claims, and prescription copayments.

During the 2023-2024 contract year, the District will fund up to \$1,200.00 annually for single coverage and up to \$2,700 annually for all other coverage levels in a Health Reimbursement Account (HRA). The HRA funding may be used for the deductible, medical copayments, out of network claims, and prescription copayments.

During the 2024-2025 contract year, the District will fund up to \$1,000.00 annually for single coverage and up to \$2,500.00 annually for all other coverage levels in a Health Reimbursement Account (HRA). The HRA funding may be used for the deductible, medical copayments, out of network claims, and prescription copayments.

During the 2025-2026 contract year, the District will fund up to \$800.00 annually for single coverage and up to \$2,200.00 annually for all other coverage levels in a Health Reimbursement Account (HRA). The HRA funding may be used for the deductible, medical copayments, out of network claims, and prescription copayments.

C. Prescription

Effective July 1, 2021, the District shall offer the prescription plan through CVS Caremark or equivalent from another carrier.

The prescription drug plan will include \$20.00 appropriate co-pay for generic prescriptions, \$40.00 appropriate co-pay for preferred brand prescriptions and \$70.00 appropriate co-pay for nonpreferred brand prescriptions, \$125.00 appropriate co-pay for injectables and \$125.00 appropriate co-pay for specialty prescriptions.

The prescription plan will include: drug quantity management and step therapy programs, and prior authorization programs and exclude compound prescriptions that are non FDA approved from the plan.

The prescription drug plan will include a mandatory mail order requirement for maintenance drugs as defined by the carrier. The mail order service will permit employees to order up to a 90-day supply but with a 30-day limit on specialty prescriptions and pay two co-pays at the appropriate rate.

D. Excise Tax

If at any time during the term of this contract or before a successor contract is reached, it becomes known to the Board that any of the healthcare plans provided by the Board to the ADSUP I members will incur the excise tax imposed on employers by the federal government through the Affordable Care Act, then the Board and the ADSUP I group agree to the following:

1. To meet one (1) year prior to plan implementation to select a new healthcare plan for ADSUP I members that will not be subject to the

excise tax and to eliminate the health care plan(s) for ADSUP I members that will incur the tax.

E. Withdrawal Bonus

1. Each employee who chooses not to elect health and hospital coverage with Rose Tree Media School District shall receive monthly payments equal to single employee contribution rates. If the employee chooses to re-enter the plan, the first re-entry shall be at no cost to the employee. The maximum monthly payment under the provisions of this section shall be two hundred fifty-five dollars (\$255). No withdrawal bonus will be paid to any spouse/dependent of a district employee who is covered by the School District's plan.
2. Any subsequent re-entry shall cost the employee twenty-five percent (25%) per month of the contribution rate for one year.

F. Dental

1. The District will pay the full cost of the premium.
2. Coverage:
Basic:
Basic Delta Dental Plan or equivalent. The Board has the right to select the insurance carrier.

Oral Surgery

Oral surgery (100% UCR)
Prosthetics (50% UCR)
Periodontics (50% UCR)

Delta Dental Oral Surgery Plan or equivalent. The Board has the right to select the insurance carrier.

The maximum yearly benefit will be \$2,000.00 per person each plan year.

Orthodontics

The lifetime orthodontics benefit shall be two thousand and five hundred dollars (2,500.00)

Delta Dental Orthodontics Plan or equivalent. The Board has the right to select the insurance carrier.

G. Vision

1. Contributions:
The District will pay the full cost of the premium.

2. Coverage:
Vision Benefits of America or the equivalent. The Board has the right to select the insurance carrier.

H. Disability Income Protection

The District will offer the employees the opportunity to purchase Disability Income Protection as a voluntary benefit.

I. Life Insurance

Each full-time member shall receive at Board expense term life insurance of 3x annual salary.

Additional term life insurance will not be available to ADSUP I employees who currently do not participate 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 during the term of the ADSUP I agreement, he/she will not be permitted to reenter the voluntary term life insurance program.

New ADSUP I employees who become covered under the ADSUP I agreement on or after July 1, 2019 will not be able to purchase additional term life insurance through the voluntary life program.

J. Tax Sheltered Annuity

The district will provide a TSA program up to 4.0% of 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 Shelter Annuity.

K. Automobile

The Board will provide no ownership liability insurance as the secondary insurer to supplement the individual's own insurance for accidents occurring while on authorized school business.

L. Post-Retirement Health Benefit

Rose Tree Media School District 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. 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. Each year by March 31, 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, his immediate supervisor, a representative of ADSUP I (if requested by the individual) and other appropriate parties.

B. The Board will provide salary increases on July 1 of each year as follows:

- July 1, 2022 in the amount of 3.4%
- July 1, 2023 in the amount of 3.0%
- July 1, 2024 in the amount of 3.0%
- July 1, 2025 in the amount of 3.0%

ADSUP I members who are eligible to move columns may only move one column during the life of this agreement and they cannot skip a column as they must reside on the next column to the right of their present column for at least one year or until they are permitted to move to the next column.

C. For the purpose of this movement, an administrator who is hired prior to December 1 of the school year will be given credit for that year.

ADSUP I Members who have completed the following years of service as members of the ADSUP I group will move to the following percentages of their designated salary range. Percentages of the range will be determined based off of the year ADSUP I Member met the required years of service benchmark.

- 3 years = 40% of the salary range
- 6 years = 60% of the salary range
- 10 years = 75% of the salary range
- 15 years = 90% of the salary range

- 20 years = Maximum of the salary range

Exhibit A lists the ranges for the ADSUPI positions.

- D. Administrators 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.
- E. Newly hired ADSUP I members without experience will be placed at the minimum of the range. Salaries for candidates with experience in the position being filled will be calculated using the following formula:

Minimum salary for the range plus standard increase for the year $\times .5 \times$ years of experience. EX: $\$105,000 + (\$105,000 \times \% \text{ of increase} \times \text{Years of Service}/2) = \$107,100$. Entry salaries would be capped at 50% of the range unless expressly approved by the BSD.

- F. A 10-month ADSUP I employee's salary will be prorated based on the per diem rate of pay for the position then multiplied by the number of days (200) worked a fiscal year.

An Eleven (11) month ADSUP I employee's salary will be pro-rated based on the per diem rate of pay for the position then multiplied by the number of workdays (244) worked in a fiscal year.

- 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 a salary range.

- H. The Home and School Visitor will be placed in the 90% of the salary column and will remain there for the next four (4) fiscal years.
- I. During the first year of the agreement the Assistant Business Manager position will move from Range IX to Range VIII. The employee will be placed in the 75% of the salary column and will remain there for the next four (4) fiscal years.
- J. During the first year of the agreement, the SYA Principal position will move from Range VI to Range VII. The employee will be placed in the 60% of the salary column and will remain there for the next four (4) fiscal years. The SYA Principal will receive increases in salaries of 3.4% in year 1, 3% in year 2, 3% in year 3 and 3% in year 4. The current job holder will remain on the 60% column but will receive the salary increases at the

percentages noted in this section (J) rather than the prorated salary based upon the actual salary within that column.

- K. During year one of the agreement, the Information Systems Specialist will move from Range VIII to Range VII and the ADSUP I employee will be placed on the 75% column for salary purposes.

During year two of the agreement, the ADSUP I employee will be placed on the 90% column for salary purposes.

During year three of the agreement and thereafter, the ADSUP I employee will be placed on the maximum column for salary purposes.

- L. The Management Systems Administrator will move to Range VII and be placed in the 60% column and remain there for the length of the Agreement.
- M. During year one and year two of the agreement, if the individual is employed in the position of Elementary Principal as of July 1 of the fiscal year, the individual will receive a \$3,000.00 stipend payable with the second paycheck in September. If the employee retires prior to the payment of the stipend in September, the employee will receive the stipend in their final paycheck. The stipend is not applicable to the salary chart.
- N. In the event that the positions of Network Specialist, Information Systems Specialist, or Management Systems Administrator becomes vacant during the term of this Agreement, the vacant positions will be re-classified under Range VIII.

Exhibit A

Range III

Director of Student Services

Director of Technology for Instruction, Assessment and Intervention

Range IV

High School Principal

Administrator for Safe and Inclusive Schools

Range V

Middle School Principal

Range VI

Elementary Principal

Assistant High School Principal

Range VII

Assistant Middle School Principal

Supervisor of Special Education

Supervisor of Pupil Services

Supervisor of Transition Programs

Athletic Director

Network Specialist

SYA Principal

Information Systems Specialist

Management Systems Administrator

Supervisor of Curriculum and Instruction

Range VIII

School Psychologist

Assistant Business Manager

Range IX

Transportation Supervisor

Supervisor of Maintenance and Operations

Supervisor of Food Services

Home and School Visitor

Range X

Open

XVIII. COMPLAINT PROCEDURE

- A. If any ADSUP I member designated in 1. feels the subject of a violation of School Board Policy, exclusive of contracts, personnel handbooks and agreements with employee groups, he/she may avail himself/herself of the following procedure if initiated within ten (10) working days of the alleged violation (a "day" is defined as a working day):
1. Discuss the matter with his/her immediate supervisor and/or other appropriate administrative or supervisory personnel.
 2. If the difference is not resolved, the complainant will explain his/her position in writing, to the Superintendent within ten (10) days of the alleged occurrence, and notify him/her that he/she is invoking this complaint procedure. The Superintendent will confer with the complainant within ten (10) days of receiving such notice.
 3. The Superintendent will send his decision, in writing, to the complainant within five (5) days of the conference.
 4. If the complainant is not satisfied with the Superintendent's decision, he may, within five (5) days of its receipt appeal the decision to the Board of School Directors, with a copy to the Superintendent.
 5. The Board will confer with the-complainant and Superintendent within thirty (30) days of receipt of the appeal.
 6. The Board promptly will send its decision, in writing, to the complainant and Superintendent. Board's decision will be final and binding.
 7. The Board does not intend to waive legal rights of the complainant. If the complainant elects to proceed by any other legal remedy, he/she shall waive his/her rights to proceed under this complaint procedure.
- B. In following this procedure, these provisions will 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 complainant to lodge an appeal at the next step of the procedure.

4. Failure by the complainant 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 during summer work schedule – ADSUP I members have the opportunity to work a flexible schedule which may consist of working remotely.

If the ADSUP I member is not using their time benefits during the workday or work week, the ADSUP I member must remain accessible at all times at their primary residence during the Flexible Work Schedule. The ADSUP I member must notify their Supervisor anytime the ADSUP I member will not be available during the identified scheduled workday, with the exception of the ADSUP I member's designated "lunch" period/time.

The ADSUP I member must be accessible within a reasonable period of time, defined as within sixty (60) minutes to arrive in the District.

ADSUP I members who will utilize the Flexible Work Schedule shall submit their proposed work schedule for winter break, spring break and/or summer hours to their immediate supervisor for approval. During the summer work schedule, ADSUP I members are required to be onsite at least 50% of the work week unless taking annual leave.

XX. CELL PHONES

If an ADSUP I member desires to have a cellular phone model better than the base model that is provided by the District, the ADSUP I member will need 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 when the District next upgrades its cellular phones and the ADSUP I member wants an enhanced phone.

XXI. MEET AND DISCUSS PANEL

A Meet and Discuss Panel will be selected for the purposes of discussing matters of concern to both the School Board and to ADSUP I. The Panel will consist of one (1) Board member, 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, June 16, 2022.

Susan Henderson-Utis,
President, Board of School Directors

Vanessa Scott,
Secretary, Board of School Directors

John Reid,
Chairperson, ADSUPI Team