

**ADMINISTRATOR COMPENSATION PLAN**

July 1, 2018-June 30, 2021

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Tredyffrin/Easttown School District

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Administrator Compensation Plan  
July 1, 2018-June 30, 2021

The Board of School Directors of the Tredyffrin/Easttown School District adopts the following Administrator Compensation Plan pursuant to the Public School Code of 1949 amended, Section 1164.

The personnel included under this plan are "management level employees" as defined in Act 93 of 1984, as well as the Director of Personnel.

**PURPOSE**

The purpose of this plan is to set forth the compensation program for "administrative level employees" of the school district in order to attract, retain, and reward high quality administrative personnel. The intent of the Board is to provide salaries competitive with comparable organizations and programs, other comparable school districts, and to reward employees fairly for their performance. Key factors in the program are:

- \* The ability to tie financial rewards directly to individual performance
- \* The value of the position to the Tredyffrin/Easttown School District as determined by the Superintendent and the Board
- \* The compensation paid to administrative personnel relative to that paid by the district to other district educators with similar degrees and experience, as well as the compensation paid in districts similar to T/E
- \* The economic environment as it impacts upon wage and salary programs in the district

The Board will review these key factors and their application in the salary and benefits (see Appendix B) program annually.

**POSITION EVALUATION**

The Level (see Table I), and ultimately the Salary Range (see Table II), for a given position is based on an ongoing review of the responsibilities for that position. Specific job descriptions for administrative positions are prepared under the direction of the Superintendent of Schools and reviewed by the Board of School Directors.

Key elements of position evaluation are:

- \* Necessary skills and abilities
- \* Required educational level
- \* Needed administrative experience
- \* Responsibilities of the position
- \* Internal and external supervision requirements
- \* Internal and external demands and pressures (See Table I)

## **PLACEMENT ON RANGE**

### **Appointments**

Administrative employees who have no experience will customarily be placed lower than the competitive job market figure (see Definitions). However, those with significant experience may be placed at or above the competitive job market figure.

### **Movement on the Ranges**

Salary range thirds provide a reference for determining appropriate pay levels for T/E administrative employees. The Superintendent's assessment of the employee's performance, as well as experience and other factors, will be the primary determinant as to how rapidly an individual's salary moves within the range.

The following profiles describe the type of performance that categorizes each reference point, or third on the ranges:

#### **Lower Third**

- Administrators performing almost all of the major aspects of their job in a successful manner.
- Administrators learning their jobs.
- Administrators newly hired or promoted from within the staff with minimal experience

#### **Middle Third**

- Experienced administrators performing all aspects of their jobs in a successful or more than successful manner.
- Administrators newly hired or promoted with proven experience may be placed in the middle third.

#### **Upper Third**

- Experienced administrators who have demonstrated sustained excellence of performance in the completion of their administrative job responsibilities over a period of time.

## **COMPENSATION ADJUSTMENTS**

### **General:**

Adjustments in individual compensation are intended to reflect the employee's performance relative to the required job responsibilities and relative to other administrators both within and outside T/E.

Based on the Performance Appraisal Record (see Appendix A) the Superintendent of Schools and Board will annually review salaries and provisions for administrative benefits. Individual adjustments are granted on the basis of performance and will vary from administrator to administrator. Additional one-time adjustments may be deemed necessary by the

Superintendent and Board of School Directors. All employees will be informed of Table II Supervisory Salary Ranges.

Any merit, cost of living, and aggregate increase for administrative personnel shall be set by the Personnel Committee or an ad-hoc sub-committee in consultation with the Superintendent of Schools. In June following annual administrator evaluations, the Superintendent will present to the Personnel Committee and the Board, recommendations for individual compensation increases for the following year. Adjustments will take effect July 1st unless specified otherwise.

### **Individual Salary/Compensation Changes:**

Merit adjustments will be made only for those individuals whose annual performance appraisals warrant.

Increases in compensation may take the form of:

1. An increase in base salary.
2. A bonus, which may or may not be added to base salary, paid in the form of a lump sum.
3. A contribution to an individual's Flexible Benefit Plan.
4. Any combination of the above.

### **ADJUSTING FOR THE COMPETITIVE JOB MARKET**

The Competitive Job Market figure will be studied annually by the Superintendent, representatives of the "management level employees", and the Director of Personnel and reviewed with the Board of School Directors (See Table II).

### **RETURN TO BARGAINING UNIT**

An administrator moving into the teacher bargaining unit, either on a voluntary or involuntary basis, shall be placed at the appropriate step consistent with educational experience and degree status as stipulated in the current Collective Bargaining Agreement (PSEA).

## **DEFINITIONS**

- Aggregate Increase:** The percentage or dollar increase set annually by the Board for administrative personnel from which individual performance increases are derived.
- Base Salary:** Individual's current salary, including only those amounts allowed under PSERS guidelines regarding retirement, and the figure upon which any future salary computations will be based.
- Compensation:** Base salary, any bonus, and any contribution to the Administrators' Flexible Benefit Plan.
- Competitive Market Value:** The term is used for purposes of relating a local individual position (or a group of similar positions) in a given salary range to other like educational administrative positions in the general area. An analysis of salaries paid for like educational administrative positions in the general area yields a base or "midpoint" for each level or each salary range (Market Value). Special value, if any, ascribed to a local position by the district may be cause for adjusting the "midpoint" or Market Value upward.
- Salary Ranges:** The immediate one third of the salary range (Middle Third) surrounding the midpoint represents the competitive market value. Similarly, the remaining two thirds identified as the Lower Third and Upper Third complete the salary ranges for each level. Twenty-five percent computations in each direction from the Market Value mid-point define the lower and upper limits of the range and thereby constitute the minimum and maximum salaries for each level.

### **July 2018-June 2021**

For each of the academic years beginning July 1, 2018 and through to June 30, 2021, 1.7% of the total salaries of this group, from the prior year, will be available in a pool for the Superintendent to distribute, at his discretion and with Board approval, as base salary increases; specific percentage increase will vary for any one individual.

In June of each year, a one time bonus of 1% of the individual's salary will be awarded to each administrator for service in the previous year.

## **APPENDICES:**

Appendix A: Administrator Performance Review Process

Appendix B: Administrator Benefits

Appendix C: Administrative Leave

Table I: Administrator / Supervisor Levels

Table II: Administrator / Supervisor Levels Base Salary Ranges



## APPENDIX A

### ADMINISTRATOR PERFORMANCE REVIEW PROCESS

#### PHILOSOPHY

Evaluation is a process whereby the effectiveness of the educational administrator is appraised in relationship to established goals and objectives, the members' own personal competencies, and the ability of the individual to carry out established, administrative practices and procedures. The aim of such an evaluation process is toward encouraging personal growth and attaining the highest personal performance in support of the overall mission of the Tredyffrin/Easttown School District.

#### PURPOSES

1. The evaluation should effectively link basic job requirements/responsibilities, and district targets and/or targets established by the individual administrator in collaboration with his/her supervisor.
2. The evaluation should be used to promote and assist in professional growth.
3. The evaluation should be used to fulfill, in a uniform manner, the legal requirement of state and local authorities.
4. The evaluation should be used to determine the quality of administrative performance in order to provide merit pay incentive increments.

#### EVALUATION REVIEW PROCESS:

**The following appraisal system will be in effect until such time as state legislation requires a change to the process.**

##### *Principals and Assistant Principals*

As required by Act 82, the evaluation system for principals and assistants will include an assessment of practice as measured by the Framework for Leadership for Principals/School Leaders. In addition, the evaluation will include a set of multiple measures of student achievement that include building and correlation data, as well as elective data such as principal designed student learning objectives.

Supervisors will use the Pennsylvania Department of Education (PDE) approved rating form to complete evaluations will be used. In addition to observations of practice, as part of the evaluation process principals and assistants may submit to their supervisors evidence in support of their professional practice. Examples of evidence could include among other things self-evaluations, communication logs to parents, staff, students and/or community, or agendas and minutes from meetings.

The supervisor will complete the rating form in a timely fashion as soon as all necessary data has been received from the principal or assistant and PDE.

### *Supervisors and Directors*

The same evaluation procedures used for principals and assistants shall apply to supervisors and directors with the following modifications.

1. The Framework for Leadership for Directors/Supervisors shall be used for assessment of practice.
2. The evaluation will include only assessment of practice and district student performance data.
3. The PDE approved "Nonteaching Professional Employee Rating Form" shall be used for the evaluation.

### **Evaluation Review Procedure**

It is possible that an administrator may not agree with the performance evaluation given by his/her immediate supervisor. In this event, the administrator may explain, in writing, the area(s) of concern or disagreement, and have it attached to the rating form. This should be done within one week following the evaluation meeting. All attachments are to be signed and dated by the administrator submitting the attachments and signed by the immediate supervisor. Copies of said attachments, along with the rating form, will be made part of the administrator's personnel file/record.

## **APPENDIX B**

### **ADMINISTRATOR BENEFITS**

It is the intent of the District to make continued access to a range of insurance plans available to eligible administrators. Specifically, the District intends to make available a range of plans as follows, which will permit administrators to choose among levels of protection or between kinds of protection:

- Hospitalization, Medical/Surgical, Major Medical
- Prescription Drugs
- Dental Care
- Vision Care
- Long Term Disability
- Life Insurance/Accidental Death and Dismemberment

Effective January 1, 1994, the School District established an Administrators' Flexible Benefit Plan to provide Administrators the opportunity to tailor certain employee benefits to suit their individual needs and to create a pool of deferred income that will be payable in the future.

For purposes of the plan, an Administrator is a certified "management level employee" of the School District, as defined in Act 93 of 1984, as well as the Director of Personnel and the Superintendent of Schools.

#### **Eligibility**

Each Administrator will automatically become eligible to participate in the plan on the first day of the payroll period following the later of (a) January 1, 1994 or (b) the first day of the month following date of hire.

#### **Contributions**

Only the School District makes contributions to the plan. Each fiscal year (July 1-June 30) the School District will contribute \$16,500 for each administrator to the plan. Such contributions shall be treated so that they have no effect for purposes of PSERS.

#### **Allocation of Contributions**

Once each year each Administrator will be asked to allocate his/her School District contribution among the different benefit options that are made available under the plan. The effective date of such election is July 1, so the election must be made before that date. Once an election has been made, it is irrevocable for the next twelve-month period, unless the Administrator has a change in family status, as defined in the plan.

Participation in the plan ceases on termination of employment, although the Administrator may continue to participate for the remainder of the calendar year by continuing to make contributions at the same levels out-of-pocket.

For all District employees hired on or after July 1, 2018, if the spouse of an employee has medical benefit and prescription benefit coverage available through their employer, the spouse will be eligible to enroll under the District's medical benefit and prescription benefit plan as a dependent only if they enroll in their own employer's medical benefit and prescription benefit plan. The spouse's Employer's plan will be the primary coverage and the District's plan will be their secondary coverage, The Employer is hereby given the authority to audit bargaining unit members' eligibility for spousal medical benefit and prescription benefit coverage, and the Employee shall be required as a mandatory job requirement to fully and accurately comply with Employer requests for information on their spousal coverage and to update the District as to any changes with respect to spousal coverage that may impact this provision. In addition, in the event the spouse is required to pay greater than 25% towards the premium for individual coverage of the plan offered by the spouse's employer, then the spouse is not required to enroll in their employer's plan.

An Employee's spouse who is either not employed or is not eligible for medical benefit and prescription benefit coverage by their employer may be covered by the District plan. However, if the spouse is either waiving their employer's plan and/or receiving any form of compensation for plan waiver, these will not constitute a lack of eligibility to enroll in their employer's plan.

### **Available Benefits**

Benefit options currently available under the plan include the following:

- Administrator, spouse, and dependent coverage under the School District's medical care plan alternatives
- Administrator, spouse, and dependent coverage under the School District's dental care plan alternatives
- Dependent coverage under the School District's Dependent Care Assistance Plan
- Administrator, spouse, and dependent coverage under the School District's Health Care Reimbursement Plan
- The School District's 457 (b) Plan
- The School District's 457 (f) Plan

Effective July 1 of each year, administrators who choose to waive the \$16,500 contribution for healthcare for that year will in return accept the healthcare plan in the Collective Bargaining Agreement of TEEA for that year with the associated employee contributions for the medical and prescription plans.

Effective July 1, 2013 the District shall cover same-sex domestic partners for all health benefit insurance programs, subject to the requirements of the insurance providers. In order for same-sex domestic partners to receive benefits pursuant to this Agreement, such same-sex domestic partners must establish their relationship based upon a set of criteria developed by the District. In the event a court or administrative agency rules that failure to provide heterosexual domestic partners with health benefit insurance as described in this

Agreement would be deemed illegal or contrary to law for any reason, the District would have the option of imposing a provision requiring that unmarried heterosexual couples, as well as same-sex domestic partners, pay 95% of the premium costs for such health benefit insurance programs.

During each election period the School District will advise all Administrators of the cost of all medical and dental plan alternatives. To the extent that an Administrator does not use his/her entire allocation for such alternatives, or for the Health Plan or Dependent Care Plan, the remainder will be allocated to the 457 (b) and (f) Plans in the manner selected by the Administrator or paid to the Administrator in cash as he/she may elect.

This election on allocation of the remainder shall be required prior to each July 1 and January 1.

### **Dependent Care Assistance Plan**

This option permits the Administrator to pay for certain day care and other expenses for his/her dependents. Federal law places an annual limit on the amount that may be allocated to this benefit. The District will comply with the annual limits established by the Internal Revenue Service. Amounts allocated to this "account" that are not used during the calendar year will be forfeited.

### **Health Care Reimbursement Plan**

This option permits Administrators who are not participating in the HDHC health care plan to pay for certain medical and health care expenses on a before-tax basis. The Plan places an annual limit on the amount that may be allocated to this benefit. The District will comply with the annual limits established by the Internal Revenue Service. Amounts allocated to this "account" that are not used during the calendar year will be forfeited.

### **457 (b) Plan**

Amounts allocated to the 457 (b) Plan are non-forfeitable. These deferral contributions may be made to the maximum extent permitted by Federal law. Employee contributions shall be permitted in accordance with IRS limitations. Emergency withdrawals are available in limited circumstances. Several forms of Plan benefit payment become available when the Administrator ceases to provide services to the School District as an administrator.

### **457 (f) Plan**

Amounts allocated to the 457 (f) Plan will become non-forfeitable on the earliest date ("Date") of: death, disability, retirement, involuntary separation from service (other than for cause), or completion of the period selected by the Administrator at each election period (which must be at least 36 months). There is no Federal tax law limit on the amount that may be allocated to this Plan each year. Emergency withdrawals are also available in limited circumstances subject to Federal law.

## **Funding**

All benefits under the plan are deemed to be unfunded and are subject to the claims of the creditors of the School District. The Board of the School District has the right, but not the obligation, to provide benefits through the use of a "rabbi" trust.

## **Administration**

The plan will be administered by the Board of the School District or its designee(s).

## **Additional Information**

The above description is intended only as a summary of the plan, and the formal plan documents shall govern. Copies of the formal plan documents shall be available for inspection in the Personnel Office and the Office of the Superintendent.

## **Additional and Duplicate Coverage**

Administrators may participate in District-sponsored life, long term disability, and accidental death and dismemberment insurance programs at their own expense.

Assuming an administrator may elect not to participate in one or more of the above benefit programs, the administrator shall provide certification of long term disability, hospitalization, medical/surgical, and major medical coverage from some other source. In the absence of such certification, the administrator shall be enrolled by the District for such coverage at his or her own expense.

In light of possible State or Federal health-care legislation involving mandatory employer health-care payments and to preclude the possibility of double exposure for the District, the District's contribution to the individual Administrator's Flexible Benefit and Deferred Compensation Plan shall be reduced by the amount of any additional or "duplicate" contribution the District may be required to make under any future State or Federal health-care legislation to cover members of the Administrative Group.

The District reserves the right to amend this agreement annually should the Affordable Care Act provide savings options to the District.

## **BENEFITS IN THE EVENT OF SICKNESS OR DISABILITY**

Administrative employees will maintain full benefits, including residual benefits, under the following circumstances:

- (1) While on paid professional leave pursuant to Appendix C for the following:
  - (a) holidays
  - (b) vacations
  - (c) paid sick leave (including leave bank)
  - (d) sabbatical leave
- (2) While on disability leave, whether long-term or short-term.
- (3) While on Board approved unpaid sick leave.
- (4) While on any leave covered by the Family and Medical Leave Act.

## **DEATH WHILE IN ACTIVE SERVICE**

In the event of an administrator's death while in active service, all retirement benefits in the supplemental pension plan for which the employee would have been eligible under the terms of this agreement will be paid to the administrator's estate.

## **RETIREMENT UNDER PSERS GUIDELINES**

For purposes of interpreting the following sections "normal retirement under PSERS Guidelines" shall mean:

- Age 62 with at least one year of credited service, or
- Age 60 with 30 or more years of credited service, or
- Having 35 years of credited service, regardless of age, or
- Age 55 with 25 or more years of credited service (early retirement), or
- Qualification for disability retirement, or
- Eligibility in accordance with special legislation allowing normal PSERS retirement based on criteria other than those above.

## **ACTIVITY AT RETIREMENT**

After a minimum of ten (10) years of T/E administrative service, if an administrator retires from an administrative position, and is eligible for normal retirement under PSERS guidelines, or qualifies for disability retirement, the District will continue to contribute an allowance of \$5,200 annually for the purpose of purchasing District-approved hospitalization, medical/surgical, major medical, dental, vision care, drug plans and long term care for 10 years from the date of retirement.

At age 65, hospitalization, medical/surgical, and major medical coverage shall be converted to a "65-Special" supplemental insurance program or equivalent, with Medicare Parts A and B being the primary insurance. The retiree shall be responsible for establishing his/her entitlement to Medicare insurance and for paying the Medicare insurance premiums. If

eligible for Medicare, the retiree must subscribe to and pay for it in order to receive any District health care insurance allowance.

Retired administrators (and spouse) who are no longer eligible for the District medical insurance allowance and the spouse of a deceased administrator may purchase coverage under the group medical and dental insurance plans at the individual's expense. No new dependents may be added to coverage availability for the spouse of a deceased administrator.

After a minimum of ten (10) years of T/E administrative service, IF an administrator retires from an administrative position, and is eligible for normal retirement under PSERS guidelines, or for disability retirement, the District shall continue term life insurance coverage after retirement to age 70 in a principal amount of \$150,000. At the age of 71 and until death, the retired administrator will receive a contribution from the District toward the premium for the District's group term life insurance at least equal to the cost of the administrator's term life insurance at age 69.

### **LIABILITY INSURANCE**

The District shall carry liability coverage for the administrative staff. A copy of the policy shall be available for inspection in the office of the District Business Administrator.

### **RETIREMENT SUPPLEMENTAL PENSION**

In place of the previous Retirement Incentive Bonus (Options 1-5) for the purpose of compensating administrators for not taking a compensated leave of absence for professional development while carrying administrative responsibilities; in the interest of promoting administrative continuity; and to facilitate hiring replacements for retirees, the District shall compensate an administrator as follows upon retirement.

Provided the administrator is retiring from an administrative position under normal PSERS guidelines or disability retirement; has served in an administrative capacity in T/E for at least ten (10) years; submits a binding letter of resignation at least six (6) months prior to the effective retirement date (except in the case of disability retirement) the administrator is eligible for the retirement supplemental pension; provided, however, that if the state amends the current PSERS retirement benefit the administrator may then provide the Board with less than 6 months notice and remain eligible for the retirement supplemental pension. In addition, provided the administrator is eligible for normal retirement under PSERS guidelines or for disability retirement, the District shall pay the administrator a supplemental pension for the number of consecutive years of PSERS service credited without taking a compensated leave of absence for professional development, by applying the appropriate percentage from the schedule below to the final year's base salary (as approved at the start of the plan year):

|                                       |      |
|---------------------------------------|------|
| at least 10 - but less than 15 years: | 60%  |
| at least 15 - but less than 20 years: | 75%  |
| at least 20 - but less than 25 years: | 90%  |
| 25 years or more:                     | 100% |



Administrators who retire under PSERS and who have five to ten years of administrative service in the Tredyffrin/Easttown School District are eligible for a one-time payment equal to forty-five (45) percent of their final salary as their Supplemental Retirement Pension.

For purposes of establishing eligibility for the supplemental pension, any PSERS service purchased from out of state shall be considered consecutive service. If at any time during employment in the Commonwealth of Pennsylvania, the administrator has taken a compensated leave of absence for professional development, the year count shall start over, beginning with the date of return from the compensated leave of absence for professional development to full-time employment.

## **SUPPLEMENTAL CONTRIBUTION TO 403 (b) PROGRAM FOR RETIREES**

To the extent allowable under current tax laws at the time of an administrator's retirement, this supplemental pension payment shall be paid by the School District as a non-elective employer contribution into a 403(b) plan for the benefit of the administrator with any excess amount carried over to a subsequent year(s), if allowable. If not allowable, said excess shall be paid in a lump sum cash payment to the administrator. In the event of a retired administrator's death prior to full receipt of this employer contribution, all remaining retirement benefits in the supplemental pension plan for which the employee would have been eligible under the terms of this agreement will be paid to the administrator's estate.

## **TUITION REIMBURSEMENT**

Administrators shall receive 100% of tuition cost, in advance, for course work given prior approval by the Superintendent or designee. The administrator will return 50% of the tuition to the District for grades lower than B-. Full tuition will be returned for courses that are dropped or for courses where no credit is awarded. If an administrator has received tuition in advance during the semester of resignation or the semester prior to resignation from the District, the administrator shall be responsible for reimbursing the District for the full cost of tuition paid during this time. Eligible course work must be required for an advanced degree or specifically deemed appropriate to the administrator's job responsibilities. Except for an administrator who has completed a doctorate, at least 9 credits out of every 15 credits earned must be college or university courses. If more than 15 credits are earned in any school year, the excess credits earned over 15 shall be reimbursed in the following school year up to 15.

Employees who earn a doctorate degree shall receive a one-time bonus of \$2,500.

## **APPENDIX C**

### **ADMINISTRATIVE LEAVE**

Act 93 administrators shall devote their full time, skill, labor and attention to the discharge of their duties during the term of this Agreement, except during any period of sabbatical leave or other Board-approved leave. Administrators may undertake consultative work, speaking engagements, writing, lecturing or other professional duties and obligations (including but not limited to teaching of graduate courses) provided that engaging in such activities does not materially interfere with District duties and must receive prior written approval of the Superintendent or designee. Newly assigned District duties to administrators supersede previous approvals.

### **HOLIDAYS**

All administrators are twelve-month employees, and therefore receive the thirteen paid holidays approved by the Board for the current school year.

### **VACATIONS**

Vacation eligibility shall be from July 1 through June 30. Employees hired during the school year shall have their vacation days pro-rated. Administrators shall receive 23 days of paid vacation commencing their first year of employment. Additionally, five (5) days of vacation with pay may be taken during either the winter or spring school recess period. The administrator may carry over seven (7) days or be reimbursed for up to twelve (12) unused vacation days. Reimbursement for more than seven (7) days is available only if the additional unused days represent vacation days which were actually worked during either the winter or spring recess period. The unused vacation days will be paid at the per diem rate (base salary ÷ 260 days) in effect June 30 of the school year they were accrued.

### **SICK DAYS**

Sick days may be accumulated from year to year. Administrators shall earn one (1) day per month during the first year of employment, then shall receive twelve (12) sick days annually thereafter effective each July 1. Employees bringing sick days into the District may bank those days to be used if the sick days accrued while an employee of the District do not cover health needs. Sick days used for illness shall be drawn from the sick days accrued in T/E first. Administrators are permitted to use up to 5 days of sick leave per year to care for family members. The "sick bank" originating outside the District shall be used only for the purpose for which it is intended: to protect the employee from loss of income due to prolonged illness.

### **SABBATICAL LEAVES**

Sabbatical leaves for administrators shall be governed by relevant State law and Board Policy.

## **LEAVE BANK**

The District agrees to establish an administrative leave bank beginning in July 2001. The source of days for the leave bank will be the unused sick leave deposited by retiring administrators into the bank. The plan will be administered by the employees who serve on the Act 93 Committee with oversight by the Superintendent or his designee.

## **ADMINISTRATIVE ACCESS AND ELIGIBILITY TO LEAVE AND THE LEAVE BANK**

Administrators who wish to use the leave bank must apply for approval through the Board. Upon approval, the application will be sent to the Act 93 Committee for distribution of days. Days will be distributed according to the guidelines below. The exception to the match provision is childbearing leave.

### **A. Access**

Administrators must agree to match days drawn from the leave bank with days accrued from their own sick or vacation leave. The match must be one-to-one; for example, two weeks of leave equals one-week leave bank and one week from personal time of employee. Childbearing administrators will not be required, under certain circumstances, to match days taken for childbearing leave as set forth in subsection D, below.

### **B. Eligibility**

1. Administrators must have completed one full year of administrative service and return to the district at the conclusion of the leave.
2. Administrators may use up to a total of 52 weeks of combined FMLA and leave bank options without penalty to the retirement supplemental pension during their administrative service. Total leave that exceeds 52 weeks will subject the retirement supplemental pension to a pro-rated reduction calculated upon time missed.
3. Administrators may use the leave bank a maximum of two times in five years. The first time the employee draws from the leave bank starts the timeline of the five-year period. To summarize, the employee is not eligible to draw from the bank more than twice during the five-year period.

### **C. FMLA as it relates to the Leave Bank**

Any T/E administrator who qualifies for FMLA leave (Policies 4151.2 and 4241.2) may apply for the leave bank under the conditions stated below. The residual will continue during the FMLA leave.

During the first six weeks of FMLA leave, an administrator is eligible for a maximum of three weeks paid leave from the leave bank provided that the administrator matches each day from the leave bank with an accrued personal sick or vacation day on a one-to-one match basis. Use of this benefit counts as one of the two allowable leave uses within the five-year timeline for the employee and counts as the single, allowable use for the calendar year. Each six-week leave is a separate request in the five-year timeline.

For the remaining available six weeks of FMLA leave, an administrator may use accrued sick or vacation days or receive no pay at the election of the employee. The residual payment continues during the FMLA period.

After the FMLA eligibility, an administrator may apply for additional leave, paid using additional accrued personal sick or vacation days or unpaid. The administrative residual expires at the end of the FMLA eligibility period and does not resume until active employment resumes. The total leave available paid or unpaid is a maximum of 52 weeks, from the beginning of the FMLA leave within a calendar year.

#### **D. Childbearing Leave**

Any administrator covered by this plan may, upon providing medical documentation of disability, choose to use the leave bank for up to six weeks FMLA leave surrounding the birth of a child by using up to six weeks of leave from the bank without using the one-to-one match. This six-week leave counts as one of the requests in the five-year timeline. The employee may then use the second application to the leave bank for child rearing leave\* (including any remaining FMLA leave) on the one-to-one match basis. This application for additional leave bank time counts as the second application in the five-year period. Additionally, during any part of an FMLA leave, residual benefits apply. The pregnant employee must file a written request with the Superintendent to be granted a childbearing leave at a time to be determined by the employee's physician.

\* Application for child rearing leave by the non childbearing parent on the one-to-one match basis would count as one of two applications for child rearing bank use within the five-year period.

#### **E. Long Term Disability as it Relates to the Leave Bank**

Administrators agree to use sick/vacation leave time when faced with a long-term disability. The waiting period for LTD under the current insurance policy is 60 calendar days.\*\* The LTD waiting period may be met by a match of employee and leave bank days as noted below.

\*\* Any change in the waiting period by the insurance company would result in a proportionate recalculation using the following formula.

2 days waiting period = 1 day sick or vacation leave + 1 leave bank day.

#### **F. Return to Service Following Leave**

1. Salary consideration. The administrator will be eligible for salary increases after the leave, based upon performance as indicated in the Act 93 agreement.
2. Benefits will be restored based upon the date of return from leave. Anyone returning after July 1 will be subject to pro-ration.

#### **NOTE:**

The Administrator Compensation Plan as defined above, and in Tables I and II following, shall constitute the Plan in its entirety.

## Tredyffrin/Easttown School District

TABLE I  
ADMINISTRATOR / SUPERVISOR LEVELS

- I Directors
  - Curriculum, Instruction, Staff Development & Planning
  - Federal Programs
  - Assessment and Accountability
  - Individualized Student Services

High School Principal
  
- II.
  - Director of Instructional Technology
  - Elementary Principals
  - Middle School Principals
  
- III. Curriculum Supervisors
  - Special Education Supervisors
  - Assistant Principals

**TABLE II**  
**ADMINISTRATOR/SUPERVISOR BASE SALARY RANGES**

|            | Lower Third | Middle Third | Upper Third  |       |   |
|------------|-------------|--------------|--------------|-------|---|
| <b>I</b>   | MINIMUM     | third        | MARKET VALUE | third | MAXIMUM   |
|            |             |              |              |       | Administrators may exceed the norm by up to 25% on a merit basis. |
| <b>II</b>  | MINIMUM     | third        | MARKET VALUE | third | MAXIMUM   |
|            |             |              |              |       | Administrators may exceed the norm by up to 25% on a merit basis. |
| <b>III</b> | MINIMUM     | third        | MARKET VALUE | third | MAXIMUM   |
|            |             |              |              |       | Administrators may exceed the norm by up to 25% on a merit basis. |