ADMINISTRATOR COMPENSATION PLAN

July 1, 2024-June 30, 2028

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

The personnel included under this plan are "school administrators" as defined in Act 93 of 1984.

PURPOSE

The purpose of this plan is to set forth a program that attracts, retains and compensates high quality administrative personnel. The intent of the Board is to provide salaries competitive with comparable organizations, programs, and other comparable school districts. Key factors include:

* The ability to make adjustments in individual compensation pursuant to the criteria in the section below entitled “Adjustments in individual compensation”
* The value of the position to the Tredyffrin/Easttown School District (“T/E”) 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

ANNUAL COMPENSATION ADJUSTMENTS

Adjustments in individual compensation

Adjustments in individual compensation may be recommended by the Superintendent for Board approval.

1. Adjustments in individual compensation are intended to reflect:
   a. Exceptional performance by the individual employee.
   b. Significant increase in the responsibilities of the employee’s position.
   c. Adjusting for the competitive market. Administrative salaries from comparable districts are reviewed at least annually by the Superintendent.

2. Adjustments in individual compensation may take the form of:
   a. An increase in base salary.
   b. A merit award not added to base salary.
   c. A contribution to an individual's Flexible Benefit Plan.
   d. Any combination of the above.

Group-wide adjustments

For each of the academic years beginning July 1, 2024 and through to June 30, 2028 and subject to the salary increase limitations set forth in the section below entitled “Maximum Base Salaries,” the salary of each administrator covered by this agreement will increase annually as follows:

2024-2025 3.5%
2025-2026 3.4%
2026-2027 3.3%
2027-2028 3.0%

Annual salary increases will be effective July 1 of each new fiscal year.

In order to qualify for this increase, the administrator must be rated no lower than Proficient.

In each year of this agreement, a payment of 1% of the individual's salary will be awarded to each administrator for service in the previous year provided the administrator is still actively employed with the District as of June 30 of that year. The payment is intended to be PSERS eligible and will not be included in the base salary for the following year's increase.

<u>Maximum Base Salaries</u>

For purposes of this section:

"Tier 1" means Assistant Principals and Supervisors.
"Tier 2" means Elementary and Middle School Principals.
"Tier 3" means Directors and High School Principal.
"Actively employed" means the employee is not on a leave of absence for more than 10 days.

For the 2024-25 school year, no administrator may receive a salary increase that causes their salary to exceed the following limits ("Maximum Base Salary"):

Tier 1: $167,497
Tier 2: $193,993
Tier 3: $204,477

The Maximum Base Salary at each tier will be increased by 1.5% for each year of the agreement.

For an administrator whose salary increase would cause their salary to exceed the Maximum Base Salary for their Tier for the upcoming school year:

1. The annual base salary for that administrator will be the Maximum Base Salary for their Tier.

2. As a top-of-scale payment, the excess of the increase over the Maximum Base Salary shall be paid as an off-base salary payment provided the administrator is still actively employed with the District as of June 30 of that year. The salary payment is intended to be PSERS eligible and will not be included in the base salary for the following year's increase.

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).

APPENDICES:

Appendix A: Administrator Performance Review Process

Appendix B: Administrator Benefits

Appendix C: Administrative Leave

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 their 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 a basis for adjustments in individual compensation, where applicable.

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 their 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 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.

The personnel included under this plan are "school administrators" as defined in Act 93 of 1984.

Eligibility

Each Administrator will automatically become eligible to participate in the plan on the first day of the payroll period following the first day of the month following date of hire.

Contributions

Only the District makes contributions to the plan. Each fiscal year (July 1-June 30) the District will contribute the amount set forth below ("the medical plan contribution") for each administrator to the plan.

2024-2025	$14,500
2025-2026	$12,500
2026-2027	$10,500
2027-2028	$8,500

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 their 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, subject to any rights the Administrator has under COBRA.

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

Effective July 1 of each year, administrators who choose to waive the medical plan contribution 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.

During each election period the District will advise all Administrators of the cost of all medical and dental plan alternatives. To the extent that an Administrator does not use their entire allocation for such alternatives, or for the Healthcare Plan or Dependent Care Plan, the remainder will be paid to the Administrator in a lump sum payment.

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

Assuming an administrator may elect not to participate in one or more of the above benefit programs, the administrator shall provide certification of 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 their own expense.

In light of possible State or Federal healthcare legislation involving mandatory employer healthcare 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 healthcare 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.

Dependent Care Assistance Plan

This option permits the Administrator to pay for certain daycare and other expenses for their 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.

Healthcare Reimbursement Plan

This option permits Administrators who are not participating in the HDHC healthcare plan to pay for certain medical and healthcare 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 District as an administrator.

457 (f) Plan

Amounts allocated to the 457 (f) Plan will become nonforfeitable 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 District. The Board 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 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 Available Insurance Coverages

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

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, the District will continue to contribute an allowance of $7,200 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. To qualify for this benefit, the employee must enter the PSERS retirement system directly from employment as a T/E administrator.

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 their 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 healthcare 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, 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. To qualify for this benefit, the employee must enter the PSERS retirement system directly from employment as a T/E administrator.

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

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 entering the PSERS retirement system directly from employment as a T/E administrator;; 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 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 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 payment of $2,500.

TAX SHELTERED ANNUITY PAYMENT

For all administrators, at the end of each year of service, the District will contribute the following amounts to a 403(b) account or other District-approved tax sheltered annuity that is established by the administrator, provided the administrator is still actively employed (as defined elsewhere in this Agreement) with the District as of June 30 of that year:

The contribution will be paid at the following amounts:

2025	$1500
2026	$3000
2027	$4500
2028	$6000

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 (Policy No. 4220 "Family and Medical Leave of Absence") 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 long-term disability under the current insurance policy is 60 calendar days.** The long-term disability 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.