

BELLWOOD-ANTIS SCHOOL DISTRICT

Supervisory/Management Support Evaluation/Compensation Plan July 1, 2022 – June 30, 2025

I. Positions and Length of Term

<u>Position</u>	<u>Term</u>
1. Facilities Director	12 months
2. Asst. Facilities Director	12 months
3. Administrative Asst. to Supt.	12 months
4. Administrative Assistant for Business and Human Resources	12 months
5. Financial Administrative Asst.	12 months

II. Contract

The fiscal year for the supervisor will begin July first and end June thirtieth. This plan shall be in effect from *July 1, 2022, through June 30, 2025.*

III. Salary

The starting salary for an employee newly hired for a position under this policy shall be mutually agreed upon by the candidate and the board at the time of hiring. Salary adjustments for the supervisory and support personnel shall be implemented each fiscal year for the period of the plan following the evaluation plan in paragraph VIII and according to the following schedule:

For the School Year of 2022-2023 each employee will receive a raise of **\$1,600.00.**

For the School Year of 2023-2024 each employee will receive a raise of **\$1,600.00.**

For the School Year of 2024-2025 each employee will receive a raise of **\$1,600.00.**

Note: The Administrative Assistant for Business & Human Resources will have a base salary that moves to \$48,000 as of July 1, 2022. The \$1,600 raise will be added to this amount for a salary for 2022-2023 of \$49,600.

IV. Benefits

A. Sick Leave

One (1) day for each month of employment - unused days shall accumulate from year to year without limitation. If no sick days are used during the course of the year, the

supervisor shall receive a \$400 bonus. If the employee misses one day through the course of the school year, the employee will earn \$250. Employees have the option to deposit all reimbursement relating to the above payments into their HSA account during the month of July in accordance with Federal Regulations.

B. Personal Leave

Three (3) days per year noncumulative - any days not used will be paid at a rate of \$100 per day. The supervisor may elect to accumulate up to five (5) personal days to be used in any school year in lieu of the rate of \$100 per day. Employees have the option to deposit all reimbursement relating to the above payments into their HSA account during the month of July in accordance with Federal Regulations.

C. Bereavement Leave

Three (3) days leave with pay for death in the immediate "family" - One (1) day leave with pay for death of "near relative" or "friend". Additional sick days may be used at the discretion of the individual.

D. Insurance Coverage

1. Hospitalization/Health –Medical insurance will be provided for the Act 93 employee and their family. The medical plan will include the same plans and options as the BAEA. This includes the same BAEA co-pays, deductibles and plan coverages. The District will contribute 72% of the Act 93 employees' deductible, while the Act 93 personnel will be required to contribute 28% to the HSA.
2. Liability – personal injury and property damage protection in the amount of 1 million dollars.
3. Life insurance/accidental death and dismemberment protection in the amount that is twice the amount of the annual salary rounded to the nearest \$1,000.
4. Prescription Drug – family coverage with the deductible and co-pay dependent upon BAEA coverage.
5. Vision Insurance for supervisors and their families not less than insurance provided to the BAEA.
6. Dental Insurance for supervisors and their families with 100% of the premium covered by the district.
7. Supervisors may "opt out" of any health insurance coverage by providing proof of another coverage to the Business Manager of the District, providing the insurance is not provided by a member of the same Health Care consortium as the Bellwood-Antis School District. Additionally, the administrator can reduce their existing health insurance from any coverage to Employee Only coverage. Employees who opt out will be paid 25% of the premium for the coverage he/she held prior to electing to opt out of the coverage or reduction in coverage. The payment of this 25% will be paid over 24 pay periods. An employee may opt out or opt back into coverage one time in a calendar year unless the employee has experienced a spouse's loss of employment, divorce with spouse, the death of a spouse or retirement.

8. Any other insurance afforded to either the BAEA or the non-professional union.
9. Any insurance plan changes in the BAEA agreement that are less than currently received by the supervisors would not take effect until the renewal of this agreement.

E. Holidays

Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, First Day of Buck, Martin Luther King Day, Christmas Eve, Christmas Day, New Year's Eve Day, New Year's Day, President's Day, Good Friday, and Memorial Day. If any of the holidays fall on Saturday or Sunday, the superintendent shall designate any appropriate weekday as that holiday. If a supervisor is required to work a holiday, another day may be substituted.

F. Vacation

Supervisory 12-month staff shall be granted 10 days of vacation per year: 15 days after five (5) years of service, 20 days after ten (10) years of service, and 25 days after (20) years of service. All service must be in the Bellwood-Antis School District.

The schedule for the use of vacation days shall be administered by the superintendent. The vacation days earned by June 30 of one school year must be either used or forfeited by August 20th of the following school year. At the Superintendent's discretion and providing that extenuating circumstances exist, he/she may extend the date that vacation days must be used by the supervisor. The supervisor requesting the extension must do so in writing and give a detailed explanation of the extenuating circumstances.

Vacation must be requested and approved by the Business Manager in advance. Supervisors will submit a vacation calendar to the Business Manager by July 1st of each year for approval. Any changes during the year must be requested in writing and approved by the Business Manager two weeks prior to the intended use of vacation. If unforeseen or unusual job-related circumstances exist and a supervisor cannot use all of their vacation days, the supervisor will submit a letter to the Business Manager giving detailed explanation as to why the days could not be used. At the discretion of the Business Manager, the letter will be forwarded to the Board with a request from the Superintendent to have the unused vacation days converted to sick days.

G. Extended Disability Leave

Maximum leave of absence without pay up to two (2) years and continuation of all insurance benefits to a maximum of one (1) year.

H. Inclement Weather

If the Superintendent deems the weather conditions too severe for the supervisors to attend school on time or at all, the supervisors will be allowed to stay home. However, any time missed due to inclement weather will need to be made up within the current pay period or the next pay period if the weather event fall at the end of the pay period.

I. Termination of Employment by Retirement

If after ten (10) or more years of service with the Bellwood-Antis School District any supervisor shall submit a letter of resignation no later than 180 days prior to the last anticipated day of work indicating his/her plans to enter into the Public School Employees Retirement System. Unused sick days must go into a Health Retirement Account (HRA) upon retirement at a rate of \$75.00 per day.

J. Longevity Salary

Contingent upon a satisfactory evaluation and in addition to the regular salary increase, each employee shall be eligible for the following salary adjustments during the listed years:

	Annual <u>Increase</u>	Cumulative <u>Increase</u>
31 st Year	\$600	\$600
32 nd Year	\$600	\$1,200
33 rd Year	\$600	\$1,800
34 th Year	\$600	\$2,400
35 th Year	\$600	\$3,000

Starting with the 36th year, the supervisor's salary shall not include any longevity salary. With the implementation of this schedule during 2016-17, if an employee qualifies, they shall begin receiving the cumulative increase.

The employee accepting the longevity pay understands that starting with their 36th year their salary will be reduced by **\$4,500**. An employee can refuse longevity pay by doing so in writing to the Business Manager prior to receiving the longevity pay.

Service shall be as defined by PSERS.

Example:	Regular <u>Increase</u>	Longevity <u>Increase</u>	Total <u>Salary</u>
30 th Year			\$40,000
31 st Year	\$1,500	\$600	\$42,100
32 nd Year	\$1,500	\$600	\$44,200
33 rd Year	\$1,500	\$600	\$46,300
34 th Year	\$1,500	\$600	\$48,400
35 th Year	\$1,500	\$600	\$50,500
36 th Year	\$1,500	- \$4,500	\$46,000

This individual received an additional \$9,000 during the 31st to 35th years because the increase is cumulative.

K. Early Retirement

1. Hospitalization - benefits may continue provided monthly premiums are submitted to the district.
2. Life Insurance - benefits may continue provided monthly premiums are submitted to the district and the plan in effect provides this option.
3. Prescription, Dental and Vision Insurance - benefits may continue provided monthly premiums are submitted to the district and the plan in effect provides this option.

L. Termination of Employment by Death

In the event of death, it shall be considered the same as retirement and all fringe benefits that either are payable, or an eligibility to continue under a program exists, shall be extended to the retiring employee's estate/dependents until the month and year the employee would have reached Medicare eligibility.

V. Conferences/Workshops

The board shall pay, within the limits of appropriations, the reasonable expenses (including fees, meals, lodging, and/or transportation) incurred for attending workshops, conferences or other professional improvement sessions. All requests must be approved by the superintendent. The board shall also pay for membership in one professional organization of the supervisor's choice.

VI. Transportation Expense

The Board shall reimburse transportation expenses incurred for designated school functions and responsibilities at the rate approved by the Internal Revenue Service.

VII. Tuition Reimbursement

The Board will provide reimbursement equal up to 12 undergraduate credits per year at the Penn State Rate. The District will pay the lesser of the Penn State Rate or the actual costs of the tuition. Reimbursement will not include other costs (i.e., mileage, books, fees, etc.). All undergraduate credits must be earned at a state approved undergraduate degree granting institution. No payment will be made thereunder unless prior approval has been given by the Superintendent. Superintendent must approve all course prior to employee enrolling into program. All employees should seek courses that are scheduled after school hours. If the University requires that employee attend classes during school hours, employees must use personal or vacation days to attend these classes.

In the event an employee leaves the District for purposes of employment within three (3) years of attaining credits, for which he/she was reimbursed, the following obligations shall apply:

1. An employee who leaves the District within one (1) year of attaining credits, for which the District reimbursed, shall owe the District one hundred (100%) percent of the amount of reimbursement.
2. An employee who leaves the District within two (2) years of attaining credits, for which the District reimbursed, shall owe the District seventy-five (75%) percent of the amount of reimbursement.
3. An employee who leaves the District within three (3) years of attaining credits, for which the District reimbursed, shall owe the District fifty (50%) percent of the amount of reimbursement.

VIII. Evaluation Plan

Evaluations shall be performed in accordance with Bellwood-Antis School District practice. Annual salary adjustments shall be based on a satisfactory evaluation by the superintendent and/or business manager and paragraph III of the compensation plan.

**Supervisory/Management Support
Evaluation/Compensation Plan
July 1, 2022 – June 30, 2025**

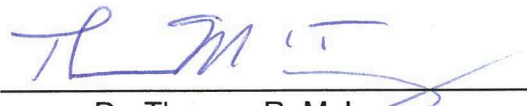
IN WITNESS WHEREOF, the parties have set their hands and seals this 14th day of June, 2022.



Thomas Finn, President



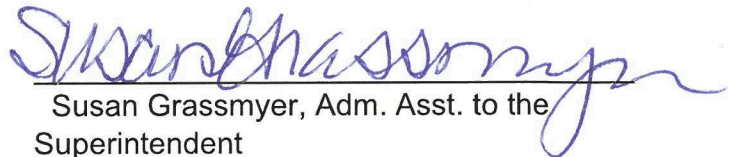
Greg Gates, Business Manager/
Board Secretary



Dr. Thomas R. McInroy
Superintendent

Thomas Kovac, Facilities Director

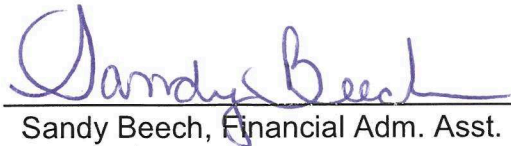
Mark Miner, Asst. Facilities Director



Susan Grassmyer, Adm. Asst. to the
Superintendent



Lisa Kephart, Administrative Assistant for
Business & Human Resources



Sandy Beech, Financial Adm. Asst.

