

ADMINISTRATIVE ACT 93 AGREEMENT



BETWEEN THE MANHEIM TOWNSHIP SCHOOL DISTRICT SCHOOL
BOARD AND THE MANHEIM TOWNSHIP ADMINISTRATION
July 1, 2015



MANHEIM TOWNSHIP SCHOOL DISTRICT COMPENSATION BENEFITS FOR ADMINISTRATORS

The purpose of this document is to confirm the agreement between the Manheim Township School District Board of School Directors and the administrative staff of the school district, and to enumerate and state the benefits available to the administrative staff. This agreement shall be effective upon the approval of the Board and shall terminate June 30, 2020 unless otherwise extended by Board action.

Identification of Administrators

For the purpose of this document the term administrator includes and is limited to, all principals, assistant principals, and central office administrators.

Salary Compensation

Salaries for administrators shall be determined by the application of a pay for performance plan that incorporates job descriptions for each position with commensurate salary ranges, and an annual survey of the local marketplace with recommendations for both salary range adjustments if necessary and the inclusion of an annual salary that reflects guaranteed 2.9% base on the district's matrix with an additional level "Exceeds Expectations". A representative from the company chosen by the Board to provide this service will be available at least annually to meet with the administrative group if requested. The salary administrative guidelines define the range matrix and the Standard Responsibility Index (SRI).

District Negotiations Agreement

The School District shall provide to administrators all of the benefits stated in any Negotiations Agreement between the Manheim Township School District and the Manheim Township Education Association as those benefits would apply to the teaching staff unless superseded by specific language in this Agreement.

Annual Vacation Leave

All administrators will receive 20 days of vacation leave per year beginning with the first year of employment. After the twentieth year of service in education (PSERS eligible service or like service in another state), an administrator will be entitled to 25 days of vacation leave. No more than 25 days of unused leave may be carried over from one year to the next. If an administrator leaves the employment of the District or leaves the administrative ranks during the school year, the administrator would receive a prorata reduction in their vacation allocation for that year, as the allocation at the beginning of the year assumes a full year of service.

Paid Holidays

All administrators are entitled to the following 11 holidays in addition to the annual vacation leave as defined by board policy: New Year's Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, Two (2) additional days between Christmas and New Year's Day

Sick Leave

All administrators will receive one sick day per month worked, to a maximum of 12 annually. Any unused days will be cumulative without limit.

Personal Leave

Eligible for three (3) personal days to be used during non-student days, personal days will not carry over.

Medical, Dental, Vision Insurance and Unreimbursed Medical

The cost of the premiums for medical and dental insurance for both the administrator and the administrator's dependents shall be a rate outlined by the school district. All administrators will contribute at the support service staff contribution rate. (For specific coverage details see the Plan Document booklet.)

Reserve Discretionary Fund

This fund will provide \$1,400 per administrator per calendar year, which may be used for excess dental care costs, orthodontic (for administrator and covered dependents), health club memberships (for administrator and covered dependents) and the reimbursement for purchases of technology products in the scope of their position.

Life Insurance

Life insurance coverage equal to twice the annual salary shall be provided for all administrators. The District may also provide an additional life insurance policy through PSBA, in the amount of \$100,000, covering an administrator when they are traveling on school business. This shall be decided annually, based on the relative cost of the plan.

Long-term Disability Insurance

Long-term Disability (LTD) insurance plan currently provides 70% of your regular wage paid after your sick days are exhausted. This benefit is paid by the District and may be altered from time to time.

Tuition Reimbursement

Administrators taking courses will have 100% of the cost of the tuition reimbursed, as soon as evidence of payment is presented. Tuition reimbursement for approved graduate level courses for Pennsylvania Inspired Leadership (PIL) Program, non-PIL related course(s), and Act 45 must have the prior approval of the Superintendent or designee. There is a tuition credit allowance- for six (6) credits. Courses related to a Doctoral cohort or Masters of Business Administration (MBA) cohort the superintendent has the discretion to approve up to a maximum of 15 credits to be reimbursed from September 1 through August 31 for the term of the agreement. The course must be completed satisfactorily (grade of B or better in graded courses, "pass" in pass/fail courses) according to the standards of the institution. The Administrator must return to work in the District for at least two (2) years after completion of the credits. The Administrator shall reimburse the District for tuition paid by the District in the event the Administrator does not stay for at least two (2) years.

Dues for Professional Organizations

Dues for professional organizations, relevant to their positions, shall be paid by the district.

403(b) Employer Contribution Plan

The Board may from time to time, authorize a direct contribution to an administrator 403(b) account. This will be either as part of a plan or as an annual decision approved by the Board of Directors of Manheim Township School District.

Retirement Benefits

For administrators who have reached the age of 55, are retiring with at least five (5) years of administrative service in Manheim Township School District, are retiring at the end of a school year, and provide at least 7 months notice to the District, the following benefits shall be in effect:

- At retirement, Manheim Township School District will make a non-elective employer contribution to a 403(b) tax sheltered annuity established by the administrator in the amount of \$16,000 plus \$160 for each unused sick day (provided that payment shall not be made for more than 100 sick days) plus a payment for each unused vacation day at the administrator's daily rate. Notwithstanding the foregoing, that above contribution amount shall be reduced by any amount that results in annual additions on the administrator's behalf to a 403(b) tax sheltered annuities exceeding the contributions limits under Section 415(c) of the Internal Revenue Code of 1986, as amended ("Code") or any other contribution limits under the Code or applicable Treasury Regulations. In the event that any contribution amount would exceed such limits, the excess amount shall be contributed in the following year to the extent that the excess amount does not exceed the contribution limits under Section 415(c) of the Code or any other contribution limits under the Code or applicable Treasury Regulations for such following year. All benefit payments hereunder shall be made to a 403(b) tax sheltered annuity established by the administrator and under no circumstances shall the administrator be entitled to receive any payment directly (no cash option). The non-elective employer contribution will increase as follows:
- The employee's life insurance policy will be continued until age 65. This policy will be reduced to \$25,000 between the ages of 65 and 70.
- Medical and dental insurance for the employee will be continued until age 65 at no premium costs. A spouse or dependent is eligible to remain covered, at no premium costs, as long as they continue to be eligible dependents. When the retired administrator reaches the limiting age of 65, their coverage is terminated and coverage for their spouse and or dependent/s terminates and they become eligible to purchase our insurance plans at COBRA rates subject to all guidelines relating to COBRA rights.

10/11 Month Full Time Administrator Adjustment

Administrators who are in 10 month or 11 month full time positions shall have their benefit package modified as follows:

- Entitlement to only ten (10) paid holidays (Independence Day excluded),
- Shall be entitled to annual vacation leave as follows:
 - 10 month administrators shall be entitled to five (5) vacation days during their mid August to mid June work year. These days shall be non-cumulative.

- 11 month administrators shall be entitled to ten (10) vacation days during their August 1 to June 30 work year. These days shall be non-cumulative.

June 1991

Revised 01.01

Revised January 2005

Revised June 2006

Revised September 2009

Revised May 2012

Revised June 2015