

MIDD-WEST SCHOOL DISTRICT

ADMINISTRATIVE COMPENSATION

AND

BENEFIT PROGRAM

JULY 1, 2019 – JUNE 30, 2024

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ADMINISTRATIVE COMPENSATION AND BENEFIT PROGRAM

The Board of School Directors of the Mid-West School District adopts the following Administrative Compensation and Benefit Program pursuant to the "Public School Code of 1949" as amended, Section 1164. The Board accepts the provisions of Act 93 of 1984 and recognizes the importance of an effective management team to maintain and strengthen the quality of administration and education programs of the District, as well as to ensure optimal decision-making, conflict resolution and management.

TERM OF PROGRAM

This agreement has been reached through discussions between the parties. This plan shall become effective on July 1, 2019, and shall continue through June 30, 2024.

DEFINITIONS

For the purpose of this agreement the term "administrator" shall include the following positions:

- ◄ Director of Curriculum and Instruction
- ◄ Supervisor of Special Education
- ◄ Senior Network Administrator
- ◄ Supervisor of Buildings and Grounds
- ◄ Director of Food Services
- ◄ Athletic Director
- ◄ High School Principal
- ◄ Assistant High School Principal
- ◄ Middle School Principal
- ◄ Elementary Principal

WORK YEAR

The work year for these individuals shall be as follows:

Director of Curriculum and Instruction	240 days
Supervisor of Special Education	240 days
Senior Network Administrator	240 days
Supervisor of Buildings and Grounds	240 days
High School Principal	240 days
Assistant High School Principal	240 days
Middle School Principal	240 days
Elementary Principal	240 days
Director of Food Services	210 days
Athletic Director	200 days

ADMINISTRATIVE COMPENSATION AND BENEFITS

It is the policy of the Mid-West School District to maintain an administrative compensation and benefit program to:

1. contribute to the attainment of organization objectives to the economic, social, and psychological satisfaction of all personnel;
2. attract and retain personnel capable of performing effectively in the positions to which they are assigned;
3. be competitive with compensation and benefit levels prevailing in similar school districts of similar size in the general geographic area;
4. compensate and benefit all personnel equitably in proportion to the effectiveness with which they perform the services for which they are employed; and
5. relate salaries, wages, and benefits to the value of the work of the organization.

Guidelines for Administrative Salaries

Administrative employees shall receive an annual increase in salary ranging between not less than One Thousand Seven Hundred Fifty Dollars (\$1,750.00) and no greater than Two Thousand Five Hundred Dollars (\$2,500.00), with the exact amount for each individual administrative employee to be determined based upon the recommendation of the Superintendent after discussion and final approval given by the Board of School Directors.

In the event an administrative employee is given an unsatisfactory rating or receives a reprimand (either verbal or written) by the Superintendent of Schools, then the administrative employee shall not be awarded an increase in salary for the following fiscal year.

ADMINISTRATOR'S BENEFIT PROGRAM

Benefits provided under this agreement shall be:

A. **Health Care Insurance**

District shall provide administrative employees with the same health insurance benefits provided to the professional staff, as set forth in Article VIII. A. of the July 1, 2018, to June 30, 2022, Collective Bargaining Agreement.

B. **Term Life Insurance**

Provide term life insurance with a face value in the amount equal to the salary paid the administrator rounded to the nearest thousand dollars.

C. **Vision Insurance**

District shall provide administrative employees with the same vision insurance benefits provided to the professional staff, as set forth in Article VIII. A. of the July 1, 2018, to June 30, 2022, Collective Bargaining Agreement.

D. **Dental Insurance**

District shall provide administrative employees with the same dental insurance benefits provided to the professional staff, as set forth in Article VIII. A. of the July 1, 2018, to June 30, 2022, Collective Bargaining Agreement.

E. **Severance Benefits**

Any current administrative employee hired before July 1, 2015, may retain the severance benefit provided for in the Administrative Compensation and Benefit Program which was in place from July 1, 2010, through June 30, 2015, or they may choose the following option by submitting a letter to the Superintendent indicating their desire to opt out of the prior severance package. Said letter shall be submitted no later than December 31, 2016. Once an administrative employee opts out of the prior package, they will not be permitted to opt back into the prior package.

Any administrative employee hired after July 1, 2015, shall receive the following severance benefit:

For each year after the effective date of this compensation program that the administrative employee receives a satisfactory or above evaluation, the District shall contribute One Thousand Two Hundred Fifty Dollars (\$1,250.00) into the employee's designated 403(b) retirement plan. Said deposits will be made after the administrative employee's yearly evaluation.

In the event an administrative employee is given an unsatisfactory rating or receives a reprimand (either verbal or written) by the Superintendent of Schools, then the administrative employee shall not receive the aforementioned One Thousand Two Hundred Fifty Dollar (\$1,250.00) payment.

An administrative employee must remain employed by the District for a minimum of five (5) years after the first One Thousand Two Hundred Fifty Dollar (\$1,250.00) deposit is made into the 403(b) account. If the employee leaves the District before the five (5) year period has expired, then the employee shall return the monies deposited into the employee's 403(b) under this section. The employee will be permitted to keep all other funds contributed into said account, including monies for unused vacation days the employee requested the District to buy back pursuant to the terms of this program.

F. **Professional Dues**

Membership in two (2) national/state professional administrative organizations each school year. Membership in such organizations must be approved by the Superintendent.

G. **Professional Development**

For those who have attained an earned Master's degree, the District may approve a maximum of eighteen (18) graduate credits per contract year in an employee's field of study during the term of this program. All credits must be preapproved by the Superintendent.

When District has made a payment on account of an employee's tuition, District may recoup the amount of such payment from the employee:

1. If the employee does not enroll at the college, university, or intermediate unit from which s/he submitted her/his tuition invoice to District.
2. If the employee does not earn the credits for which the tuition was paid.

3. If the employee does not receive at least a letter grade of a "B."
4. If the official grade report is not submitted within thirty (30) calendar days of the postmark date.
5. If the employee quits employment by District without having worked for District for at least three (3) years after completing every course for which any tuition was paid by District.

So long as it appears that the employee from whom tuition may be recouped intends to continue employment with District, District shall recoup the tuition in five (5) equal or nearly equal installments deducted from her/his salary, but if it appears that the employee intends to quit her/his employment before District can recoup the tuition by such installment deductions, District may deduct the whole unrecovered balance of such tuition from all amounts due and to become due by the employee and may take whatever other actions it deems appropriate for collection.

Employees who are approved for an educational sabbatical will be reimbursed for up to eighteen (18) graduate credits while on a sabbatical leave.

Successful course completion means receipt of an "A" or "B-" or "Pass" in a Pass-Fail course.

An employee who voluntarily leaves the District must pay back 100% of the tuition reimbursement if the departure is within three (3) years of the course completion.

The exceptions to this pay back provision are: (1) death of the employee or (2) medical retirement.

District may recoup such tuition reimbursement by deducting the proper amount from any monies owed to the employee and/or by any other actions it deems appropriate for collection.

The District will pay in advance or reimburse up to twelve (12) graduate credits with the sabbatical exception.

H. **Sabbatical Leave**

Sabbatical leave of absence shall be issued to certificated administrative staff subject to provisions of the School Code.

I. **Jury Duty**

The District agrees to pay to any administrator who serves on a jury the difference between the amount paid to the employee for her/his service on the jury and her/his regular salary.

J. **Bereavement Leave**

Administrators will be granted bereavement leave in the same manner as that granted other professional personnel.

K. **Vacation**

Administrative personnel employed to work 240 days per year shall be provided paid vacation in accordance with the following conditions:

1. Vacations for administrative employees are provided consistent with the employee's interest and convenience while considering the operating needs of the District.
2. All vacation days are earned each year on a prorated monthly basis.
3. Vacation time is in addition to Board scheduled and approved holidays.
4. Vacation time granted is based upon years of service in this school district and as specified below:
 - a. Full-time employment 0 to 9 years – 20 vacation days
 - b. Full-time employment for 10 years or more – 25 vacation days

Administrative personnel employed to work less than 240 days per year shall be provided paid vacation in accordance with the following conditions:

1. Vacations for administrative employees are provided consistent with the employee's interest and convenience while considering the operating needs of the District.
2. All vacation days are earned each year on a prorated monthly basis.
3. Vacation time is in addition to Board scheduled and approved holidays.

4. Vacation time granted is based upon years of service in this school district and as specified below:
 - a. Full-time employment 0 to 4 years – 3 vacation days
 - b. Full-time employment 5 to 9 years – 6 vacation days
 - c. Full-time employment for 10 years or more – 10 vacation days

Employment for less than one year shall entitle the employee to vacation on a pro rata basis for that of an employee of one year unless the Board negotiates other arrangements at the time of initial employment. The Board reserves the right to negotiate vacation benefits upon initial employment of any administrator.

All requests for vacation days shall be submitted in writing to the immediate supervisor of the employee and approved by the immediate supervisor and the Superintendent. Eligible employees must make a request for scheduled vacation at least two (2) weeks in advance of the desired starting date for anything greater than two (2) days. Special consideration shall be given to emergencies. All vacations are subject to the final approval of the Superintendent.

Vacation days shall be used during the year in which they are earned and must be used before September 30 of the year following the year earned. As an example, an employee who earns 10 vacation days during the 2018-2019 fiscal year must use those days by September 30, 2019.

- a. Employees shall be paid for unused vacation days at the time of termination of employment or at retirement.
- b. Employees who have used all of the vacation time which they would have earned before the completion date of the year of service and who terminate their employment before completing the year of service shall compensate the District for having had this privilege by having an amount withheld from their last check(s) equal to the amount paid them for these days; by compensating the District in cash for these days; or, at the approval of the Superintendent, by working an equal number of days at their regular position for which they would not receive compensation.
- c. An employee may carry over six (6) vacation days from one year to the next. Vacation time is non-cumulative. As an example, an employee is not permitted to use their twenty (20) vacation

days from June 10 through June 30 and then immediately thereafter use their twenty (20) vacation days from July 1 through July 21.

- d. An employee may request payment for up to six (6) days of unused vacation time, which the Board of Directors will "buy back" up to six (6) unused vacation days at 80% of the amount which would have been paid to employee had the vacation days been used. The "buy back" funds will be deposited in a 403(b) account for the employee.

L. **Other**

Such other benefits as may be provided by the Board and delineated under Board policy.

The terms and conditions of this agreement are attested to by the signatures below.



Victor L. Abate, President
Board of School Directors



Joseph W. Stroup, Chairperson

June 24, 2019

Date

June 25, 2019

Date