

**East Stroudsburg Area School District**  
**East Stroudsburg, PA 18301**



**ADMINISTRATIVE  
COMPENSATION  
PLAN**

**for**

**2019-2020 through 2023-2024**

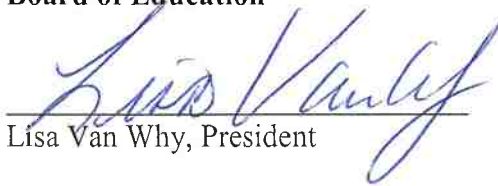
## TABLE OF CONTENTS

<b>Adoption</b>	2
<b>Rationale</b>	2
<b>Administrator Definitions</b>	3
<b>Term of Plan</b>	4
<b>Starting Salary</b>	5
<b>Workdays</b>	5
<b>Compensation (Benefits)</b>	6
Extension of Benefits	6
Sick Leave	6
Attendance Incentive	6
Term Life Insurance	6
Bereavement Leave	7
Death of Spouse, Parent, Child	7
Death of Immediate Family	7
Death of a Near Relative	8
Healthcare Insurance	8
Dental Insurance	8
Vision Insurance	9
Married Couples Employed By District	9
Extended Sick Leave Benefit	9
Long-Term Disability Plan	9
Unused Sick Leave at Retirement	9
Reimbursement for Graduate Course Expense	10
Reimbursement for Undergraduate Course Expense	10
Personal Days	11
<b>Appraisal Technique for Administrators</b>	11
<b>Compensation Methodology</b>	12
<b>Deferred and Severance Compensation</b>	12
<b>APPENDIX A</b>	13

## Adoption

To comply with Pennsylvania law and to provide for a management team philosophy, the East Stroudsburg Area School District, after Meeting and Discussing with School Administrators, adopts the following Compensation Plan for 2019-2020 through 2023-2024 approved by the East Stroudsburg Area School District Board of Education at its regularly scheduled meeting of June 24, 2019.

### East Stroudsburg Area School District Board of Education

  
Lisa Van Why, President  
Patricia Rosado, Secretary

## Rationale

Pennsylvania law “24 PS 11-1164 Compensation Plans for School Administrators” states:

- (a) As used in this section, the following words will have the following meanings:
  - “Administrative compensation” shall mean administrator salaries and fringe benefits and shall include any board decision that directly affects administrator compensation such as administrative evaluation and early retirement programs.
  - “School administrator” shall mean any employee of the school entity below the rank of district superintendent, executive director, director of vocational-technical school, assistant district superintendent or assistant executive director, but including the rank of first level supervisor, who by virtue of assigned duties is not in a bargaining unit of public employees as created under the act of July 23, 1970 (P.L. 563, No. 195), known as the “Public Employee Relations Act.” However, this definition shall not apply to anyone who has the duties and responsibilities of the position of business manager or personnel director, but not to include principals.
  - “School employer” shall mean a board of school directors, the area vocational-technical school board of directors or the intermediate unit board of school directors as defined in this act.
- (b) The purpose of this section is to provide a means by which compensation matters affecting school administrators can be resolved within the framework of a management team philosophy.
- (c) School employers, upon the written request of a majority of the school administrators in the district, shall be required to meet and discuss in good faith with the school administrators an administrator compensation prior to adoption of the compensation plan.
- (d) School employers shall be required to adopt written administrator compensation plans which shall apply to all eligible school administrators, as provided in the section, and which shall continue in effect until a time specified in the compensation plan, but in no event for less than one school year.
- (e) An administrator compensation plan adopted pursuant to this section shall include, but not be limited to, the following items:
  - 1. A description of the program determining administrative salaries.
  - 2. Salary amounts or a salary schedule.
  - 3. A listing of fringe benefits.
- (f) School employers and school administrators shall continue to be subject to the act of June 30, 1947 (P.L. 1183, No. 492), referred to as the Public Employee Anti-Strike Law.

## **Administrator Definitions**

The term “Administrator” shall include the following positions for the purpose of this Plan:

### **Act 93 Administrators**

Access Coordinator  
Assistant Financial Officer  
Assistant Director of Transportation  
Assistant to the Superintendent  
Coordinator of Administrative Services  
Coordinator of Federal Grants and Programs  
Director of Administrative Services  
Director of Food Services  
Director of Instructional Technology  
Director of Facilities  
Director of Transportation  
Director(s) of Pupil Services  
Director of School Police/School Safety and Security Coordinator  
Elementary School Assistant Principal(s)  
Elementary School Principal(s)  
High School Assistant Principal(s)  
High School Principal(s)  
Intermediate School Assistant Principal(s)  
Intermediate School Principal(s)  
Supervisor(s) of Special Education  
Social Services Coordinator(s)

## **Term of Plan**

From July 1, 2019 until June 30, 2024 with administrative salaries and benefits established by the Board of Education as set forth herein.

If a new Compensation Plan for any fiscal year beyond this Plan has not been developed and approved prior to the end of this Plan, all salaries and fringe benefits will continue in force without reduction or loss of coverage until such time as a new Compensation Plan is developed and approved.

Any references to “salary”, “benefits”, “year”, “annual work year” or the like, and any calculations to be made in connection therewith, are to be based upon the District’s fiscal year which begins July 1 and ends June 30.

## Starting Salary

The starting salary shall be pro-rated based on start date and years of experience/service:

<u>Position</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Assistant Elementary Principal	\$71,891	\$71,891	\$72,610	\$72,610	\$73,336
Assistant Intermediate Principal	\$78,040	\$78,040	\$78,820	\$78,820	\$79,609
Assistant High School Principal	\$85,000	\$85,000	\$85,850	\$85,850	\$86,709
Assistant to the Superintendent	\$117,059	\$117,059	\$118,230	\$118,230	\$119,412
Elementary Principal	\$91,762	\$91,762	\$92,680	\$92,680	\$93,606
Intermediate Principal	\$98,000	\$98,000	\$98,980	\$98,980	\$99,970
High School Principal	\$105,000	\$105,000	\$106,050	\$106,050	\$107,111
Cyber School Principal	\$91,762	\$91,762	\$92,680	\$92,680	\$93,606
Director of School Police/School Safety and Security Coordinator	\$78,040	\$78,040	\$78,820	\$78,820	\$79,609
Director (Certified)	\$85,000	\$85,000	\$85,850	\$85,850	\$86,709
Director (Non-Certified)	\$78,040	\$78,040	\$78,820	\$78,820	\$79,609
Assistant Director	\$71,891	\$71,891	\$72,610	\$72,610	\$73,336
Supervisor	\$71,891	\$71,891	\$72,610	\$72,610	\$73,336
Coordinator	\$61,317	\$61,317	\$61,930	\$61,930	\$62,549

New hires with years of experience within the appointed position, may be compensated using the scale below.

Years of Service

Percentage above the listed starting salary.

0 – 1

0%

2 – 3

1%

4 – 5

2%

## Workdays

The annual work year for administrators shall be each teacher workday and Mondays through Fridays during the summer recess (except for Independence Day holiday).

Within any particular workweek an Act 93 employee may work a compressed schedule whereby reducing the number of days in the regularly scheduled workweek. This flexible time schedule will not impact the regularly accrued vacation time. Flex time will be at the discretion of the Superintendent.

## **Compensation (Benefits)**

### Extension of Benefits

The Board shall provide the employee benefits provided in the existing contract and associated memorandums of understanding with East Stroudsburg Education Association.

The following benefits are provided:

### Sick Leave

Administrative sick leave for twelve-month employees shall be twelve (12) days per year and will be accumulative without ceiling.

### Attendance Incentive

As an incentive, starting July 1, 2019, for all Administrators to improve and maintain attendance at a high level and to forego unnecessary absence, the following monetary incentive will be paid:

- A. Administrators that utilize zero (0) days of sick leave for a full contracted school year, a monetary incentive in the amount of three hundred Fifty (\$350.00) dollars will be paid in the following fiscal year.
- B. In A above, employees who are absent due to suspension for cause or any unpaid leave will be ineligible for the incentive.

### Term Life Insurance

Term life insurance policy equal in value to 2-1/2 times the annual salary shall be provided. This policy will be maintained on all retired administrators with either twenty (20) years of total service in the East Stroudsburg Area School District or at least 10 years of administrative service in the East Stroudsburg Area School District until age 65, but not exceed the number of years accrued in administrative service within the District and will be based upon the annual salary in effect at the time of retirement.

Retired administrators over the age of 65 will have the option of maintaining their policy by paying the premium to the District. Active administrators will have the option of increasing their coverage by paying the premium to the district.

### Vacation



During the first year of employment, administrators will accrue vacation time which will be awarded as earned vacation on the July 1<sup>st</sup> following their hiring. In the event that vacation time is needed prior to it being accrued in the first year, requests may be submitted for a approval by the superintendent for use in advance. Any vacation days used in advance would be deducted from the years allotment, not to exceed the total amount awarded. Accrued vacation days (vacation days not yet awarded as earned) are payable upon separation from the District. Earned vacation days after the first partial or full year of service shall be awarded as follows:

<u>Month of Hire</u>	<u>Earned Days</u>
July	20
August	18
September	17
October	15
November	13
December	12

<u>Month of Hire</u>	<u>Earned Days</u>
January	10
February	8
March	7
April	5
May	3
June	2

After each subsequent year of service, twenty (20) vacation days will be awarded as of July 1. Vacation leave shall be requested and approved in advance by the Superintendent. Upon separation from the District, each administrator shall be compensated for any unused vacation days at his or her respective daily rate of pay based on 261 workdays.

Any administrator who has accumulated more than forty-five (45) days of vacation leave as of September 1 of each year will have the option to convert up to ten (10) vacation days to a 403(b) tax sheltered account at the administrator's current daily per diem rate and have the balance of the excess days converted to his/her sick leave bank. Vacation days converted to sick days for this purpose shall not cause the sick leave balance to exceed 261 days, but shall be paid at their respective daily rate of pay based upon 261 workdays.

#### Bereavement Leave

##### Death of Spouse, Parent, Child

Up to five (5) consecutive work days leave of absence will be allowed by this agreement for a husband, wife, mother, father, son, daughter, step-father, step-mother, step-son, or step-daughter.

##### Death of Immediate Family

Up to three (3) consecutive work days leave of absence will be allowed by this Agreement. Members of the immediate family shall be defined as a brother, sister, parent-in-law, son-in-law, daughter-in-law, grandchild, grandfather, grandmother or near relative who resides in the same household, or any person with whom the employee has made his/her home. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.



#### Death of a Near Relative

One (1) days leave of absence will be allowed in the event of the death of a near relative by this Agreement. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.

#### Healthcare Insurance

The Board agrees to provide a group healthcare (medical & prescription) plan for each employee and his/her eligible dependents as outlined in Appendix A of this document. This healthcare plan shall become effective as soon as approved by either the Support Staff or the Professional Staff, but no later than July 1, 2016. Until the new healthcare plan becomes effective, administrators will be covered under the current healthcare plan. Subsequent to Board approval, healthcare carriers may be changed provided there is no diminution of the current benefit levels. However, the Board shall not be responsible for changes made unilaterally by the current carrier or changes mandated by applicable federal and/or state laws and regulations.

#### Healthcare Premium Share

Employees' premium share for their selected medical/prescription coverage shall be 10% of the annual premium actuarially determined COBRA rates (less the 2% administrative fee).

The annual healthcare premium share will be divided by the number of pay periods to determine the per pay deduction. In the event an employee continues District medical/prescription coverage while on unpaid leave, the employee will be required to pay the District their respective premium share.

#### Health Insurance After Retirement

All eligible retired administrators shall receive single coverage health insurance at the level provided for all other staff or until an individual becomes eligible for Medicare, with premiums paid by the District. A retired administrator will be required to pay for any eligible dependent coverage that he/she elects.

Retirees eligible for continued District paid health insurance shall not be required to pay the healthcare premium share.

In order to be eligible for health insurance coverage after retirement, an employee must have either twenty (20) years of total service in the East Stroudsburg Area School District or ten (10) years of service as an administrator in the East Stroudsburg Area School District upon retirement.

#### Dental Insurance

The Board agrees that the District shall pay the monthly premiums for dental benefits equal to or better than the current dental coverage for each employee covered by this Plan and his/her eligible dependents.

### Vision Insurance

The Board agrees that the District shall pay the monthly premiums for vision benefits equal to or better than the current vision care coverage for each employee covered by this Plan and his/her eligible dependents.

### Married Couples Employed By District

Duplication of healthcare coverage will not be permitted. If the District employs an administrator's spouse, the couple may elect medical/prescription, dental and/or vision insurance under one employee, but not both.

### Extended Sick Leave Benefit

After sick leave is depleted, payment will be made for additional days lost due to illness or injury at the rate of \$125 per day for a total amount of additional days not to exceed ten (10) days for each full year of service to the District. The lifetime maximum number of days for such payment shall not exceed 180. This shall apply unless the illness/injury is qualified for compensation through the Long-Term Disability Plan.

### Long-Term Disability Plan

The Board agrees that the District shall pay the premium for employees covered by this Plan for a long-term disability insurance plan that provides (subject to insurer's approval) for a payment of 66 2/3 % of the employee's salary, with an elimination period of the greater of an employee's accumulated sick time or 60 days, and a \$5,000 per month maximum.

### Unused Sick Leave at Retirement

The rate paid for unused sick leave at retirement for the length of this Plan shall be \$131 per day. This rate shall increase by the same percentage as the teachers' unused sick leave rate increases in each subsequent year during which this Plan may continue in effect. This benefit is subject to the following limitations:

- A. After June 30, 1995, no additional sick days may be accumulated for the purpose of retirement reimbursement above 261 days. Current employees having more than 261 days will have the reimbursable days frozen at the level accumulated as of June 30, 1995.
- B. In order to be eligible for said payment, an employee must have either twenty (20) years of total service in the East Stroudsburg Area School District or ten (10) years of service as an administrator in the East Stroudsburg Area School District upon retirement.
- C. Days transferred from another governmental entity after the effective date of this Plan will not be eligible for reimbursement but may be used for sick leave for illness.
- D. Employees hired on, or after, July 1, 1995, will be eligible for a maximum reimbursement of 261 days, minus the number of days transferred, for unused sick leave at retirement.

### Reimbursement for Graduate Course Expense

1. Tuition for graduate course credits and fees relevant to present job responsibilities shall be reimbursed at the actual cost of the course and fees but shall not exceed the cost of graduate course and fees at Lehigh University.

All courses must have the prior approval of the Superintendent. Approval by the Superintendent will be based on relevance to position responsibilities of administrator and on potential benefits to the East Stroudsburg Area School District. A grade of "B" or better is required to qualify for this reimbursement. An administrator shall be permitted a total of twenty-four (24) credits per year. If an administrator is on sabbatical leave, there is no limit.

2. Reimbursement for graduate credits shall be subject to the administrator remaining as an employee in the District for at least three years after completion of the course for which reimbursement is paid. Any administrator leaving the District sooner than three (3) years after completion of the course will be required to repay the District part of the reimbursement, as follows:

Remains less than one year	100% of the amount of the reimbursement paid to the administrator
Remains one year, but less than two years	70% of the amount of the reimbursement paid to the administrator
Remains two years, but less than three years	40% of the amount of the reimbursement paid to the administrator

Repayment shall be made through a deduction in final payroll checks or shall be directly reimbursable by the administrator with a personal check prior to terminating employment with the District.

### Reimbursement for Undergraduate Course Expense

An administrator enrolled in approved undergraduate credit courses leading to a degree relevant to present job responsibilities shall be reimbursed at the actual cost of the course and fees, but not to exceed \$4,000 per year. All courses must have the prior approval of the Superintendent. Approval by the Superintendent will be based on relevance to position responsibilities of administrator and on potential benefits to the East Stroudsburg Area School District. A grade of "B" or better is required to qualify for this reimbursement.

Reimbursement for undergraduate credits shall be subject to the administrator remaining as an employee in the District for at least three years after completion of the course for which reimbursement is paid. Any administrator leaving the District sooner than three (3) years after completion of the course will be required to repay the District part of the reimbursement, as follows:

Remains less than one year	100% of the amount of the reimbursement paid to the administrator
Remains one year, but less than two years	70% of the amount of the reimbursement paid to the administrator
Remains two years, but less than three years	40% of the amount of the reimbursement paid to the administrator

Repayment shall be made through a deduction in final payroll checks or shall be directly reimbursable by the administrator with a personal check prior to terminating employment with the District.

#### Personal Days

Each administrator will receive three personal days per year. Unused personal days will be converted to vacation days on July 1 of the following year.

#### Longevity Payment

For Longevity purposes all administrators years of continuous service with the District will commence on July 1, 2019.

In addition to an administrator's base salary, each administrator will be paid for continuous service to the District as an Administrator, in the following amount:

- 5 years      \$1,500.00
- 10 years     \$ 250.00
- 15 years     \$ 250.00
- 20 years     \$ 500.00
- 25 years     \$ 500.00

These amounts will be added to the administrator's base salary.

### **Appraisal Technique for Administrators**

The Superintendent, after consultation with each administrator, will furnish the Board of Education with information concerning the administrator's performance at least once each year. The Superintendent will complete an annual appraisal of the administrator using the established East Stroudsburg Area School District Administrative Performance Appraisal.

A summary of the appraisal will be provided to the administrator prior to July 1 of any year covered by this Plan, rating his/her performance as either satisfactory or unsatisfactory.

## **Compensation Methodology**

2019-2020 fiscal year salaries will be increased by 3.5% over those established in the 2018-2019 fiscal year, based upon a satisfactory evaluation.

2020-2021 fiscal year salaries will be increased by 3.5% over those established in the 2019-2020 fiscal year, based upon a satisfactory evaluation.

2021-2022 fiscal year salaries will be increased by 3.0% over those established in the 2020-2021 fiscal year, based upon a satisfactory evaluation.

2022-2023 fiscal year salaries will be increased by 3.0% over those established in the 2021-2022 fiscal year, based upon a satisfactory evaluation.

2023-2024 fiscal year salaries will be increased by 3.0% over those established in the 2022-2023 fiscal year, based upon a satisfactory evaluation.

All matters involving Administrative Compensation shall be established and determined by official action of the Board of Education.

## **Deferred and Severance Compensation**

The school district shall adopt the Kades-Margolis Capital Section 457 Plan and permit all administrative employees to contribute to the plan up to the maximum amount allowed by law.

The school district shall make a non-elective employer contribution to the employee's 403(b) retirement program in an amount equal to unused sick and vacation time. The employee shall receive no cash option.

Contributions are limited to IRS Section 415 limits. Excess contributions will be made to the employee's retirement account in the next subsequent year up to the Section 415 limit.



## APPENDIX A

### SUMMARY OF HEALTHCARE PLAN

#### Deductibles (In-Network)

	<u>Single</u>	<u>Family</u>
January 1, 2020	\$500	\$1,500
January 1, 2021	\$500	\$1,500
January 1, 2022	\$500	\$1,500
January 1, 2023	\$500	\$1,500
January 1, 2024	\$500	\$1,500

#### Deductibles (Out-Network)

	<u>Single</u>	<u>Family</u>
January 1, 2020	\$1,000	\$3,000
January 1, 2021	\$1,000	\$3,000
January 1, 2022	\$1,000	\$3,000
January 1, 2023	\$1,000	\$3,000
January 1, 2024	\$1,000	\$3,000

#### Office Visit Copays (In-Network)

	<u>PCP</u>	<u>Specialist</u>	<u>Urgent Care</u>	<u>ER</u>
January 1, 2020	\$15	\$15	\$35	\$100
January 1, 2021	\$15	\$15	\$35	\$100
January 1, 2022	\$15	\$15	\$35	\$100
January 1, 2023	\$15	\$15	\$35	\$100
January 1, 2024	\$15	\$15	\$35	\$100

#### Prescription Drug Copays

	<u>Generic</u>	<u>Brand Formulary</u>	<u>Brand Non- Formulary</u>	
January 1, 2020	20%	20%	20%	Retail
	\$20	\$20	\$20	Mail
January 1, 2021	20%	20%	20%	Retail
	\$20	\$20	\$20	Mail
January 1, 2022	20%	20%	20%	Retail
	\$20	\$20	\$20	Mail
January 1, 2023	20%	20%	20%	Retail
	\$20	\$20	\$20	Mail
January 1, 2024	20%	20%	20%	Retail
	\$20	\$20	\$20	Mail

#### Employee Premium Share

19/20 Fiscal Year	10% of COBRA rates (less the 2% administrative fee)
20/21 Fiscal Year	10% of COBRA rates (less the 2% administrative fee)
21/22 Fiscal Year	10% of COBRA rates (less the 2% administrative fee)
22/23 Fiscal Year	10% of COBRA rates (less the 2% administrative fee)
23/24 Fiscal Year	10% of COBRA rates (less the 2% administrative fee)

#### Eligibility Restrictions

January 1, 2020	No Spousal Surcharge
January 1, 2021	No Spousal Surcharge
January 1, 2022	No Spousal Surcharge
January 1, 2023	No Spousal Surcharge
January 1, 2024	No Spousal Surcharge