



**CENTRAL BUCKS**  
S C H O O L D I S T R I C T

# **Central Bucks School District**

## **Personnel Practices and Compensation Plan**

*Administrative Staff*

*Non-Bargaining Unit Professional Staff*

**JULY 01, 2025 – JUNE 30, 2030**

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## **100 RECOGNITION**

The benefits and practices detailed herein apply only to personnel employed in one of the position classifications following:

<b>Tier</b>	<b>Grade</b>	<b>Title</b>
A	13	Superintendent
A	12	Assistant Superintendent
		Chief Financial Officer
		Director of Human Resources
A	11	Director of Finance
		Director of Technology & Innovation
		Director of Operations
		Director of Pupil Services
		Director of Teaching & Learning
		High School Principal
A	10	Capital Project Manager
		Director of Transportation
		Elementary School Principal
		Middle School Principal
A	9	Accounting Manager
		Assistant Director of Innovation / Special Projects
		Assistant Elementary School Principal
		Assistant Middle School Principal
		Assistant High School Principal
		Capital Projects Coordinator
		District Activities Director
		Director of Communications & Community Engagement
		Director of Purchasing
		District Facility Manager
		District Operations Manager
		District Safety & Security Manager
		Manager of information & Technology Services
		Manager of Network Security & Architecture
		Payroll Manager
		Supervisor of Health Services

<b>Tier</b>	<b>Grade</b>	<b>Title</b>
A	9	Supervisor of Student Services
		Supervisor of Special Education
		Supervisor of Curriculum & Instruction
B	8	Assistant Director of Transportation
		Director of Athletics
		Environmental Coordinator
		District Transportation Manager
		Human Resources Manager
		Supervisor of Building Technology Services
B	7	Assistant Purchasing Manager
		Coordinator of Child Care Programming
		Database Developer
		Endpoint Engineer
		District Shift Supervisor
		Grant Accountant
		IT Systems Engineer
		Network Infrastructure Administrator
		Senior Accountant
		Systems Support Specialist
		Transportation Safety Supervisor
B	6	Assistant Coordinator – Child Care
		Educational Technology Analyst
		Executive Assistant to the Superintendent
		PIMS Administrator
		Staff Accountant
		Video Specialist
C	5	
C	4	Administrative Assistant – Child Accounting
C	1	Aquatics Administrator

## **300 BENEFIT PROGRAM**

### **301 Pension Program**

Participation in Pennsylvania's Public-School Employees' Retirement System (PSERS) is mandated for all district employees who work 500 or more hours, or 80 or more days, during any year.

This is a contributory program. Depending upon date of initial continuing membership in PSERS, a percent of all wages as set by PSERS will be deducted and deposited in the member's retirement system account.

### **302 Sick Leave**

#### ***302.1 Sick Leave Credits***

Fifteen (15) days of sick leave will be credited on July 1 of each fiscal year. Up to five (5) sick leave days each year may be used for attending to the needs of children, spouses, or other adult dependents.

#### ***302.2 New Employee Sick Leave***

Sick leave credits will be prorated for personnel employed after the beginning of a fiscal year at the rate of one (1) day per month remaining in the fiscal year. Persons employed on or prior to the 15<sup>th</sup> of a month will receive credit for the entire month.

#### ***302.3 Transfer of Sick Leave***

New employees may transfer up to thirty (30) unused sick leave days from another public-school district in Pennsylvania provided that no break in service exists.

#### ***302.4 Part-Time and Less-than-Twelve-Month Employees Sick Leave***

Employees who are not scheduled to work full-time on a twelve-month basis will receive a prorated sick leave benefit.

### **303 Group Insurance**

#### ***303.1 Hospital, Surgical, Medical, Prescription Drug, and Accident and Sickness (Weekly Income) Insurances***

Specific coverage, terms and conditions are detailed in plan description booklets which may be obtained from the Human Resources office. The effective date of coverage is the date service commenced in this unit.

Where both an employee and their spouse are employed by the district, the practice of providing dual health insurance coverage is not permitted. Such employees shall be entitled to select one (1) health

care plan as provided herein for their families on the same basis as other employees. The district will provide payment for any expense which would have been paid under the insurance programs if each spouse had been provided full and separate coverage in healthcare, prescription, and dental plans. An employee's eligible dependents (spouse and/or children to age 26) may be enrolled for hospital, surgical, medical and prescription drug coverage

### ***303.2 Prescription Drug Insurance***

Co-pay will conform to the provisions outlined in the Agreement between the Central Bucks School District and the Central Bucks Education Association.

### ***303.3 Medical & Prescription Plan Cost Share***

The district and member will share the premium equivalency costs for individual and dependent coverage for administrators. Members will contribute a percentage of the medical & prescription premium equivalency rate during the term of this agreement. The district will pay the remainder of the premiums.

Healthcare Plan	2025-2026	2026-2027	2027-2028	2028-2029
Open Access	15%	15%	15%	15%
Open Choice 1	23%	23%	23%	23%
Open Choice 2	23%	23%	23%	23%
Open Choice 3	10%	10%	10%	10%

[LINK TO PLAN DOCUMENTS](#)

### **303.4 Maintenance of Health Insurance Benefits After Retirement**

Employees covered by this Agreement who retire and meet the eligibility requirements as set forth below, shall be allowed to participate in the district's post-retirement group medical insurance program on the following basis:

**Option 1:** Allows coverage in the CBSD post-retirement medical program for retiree (and spouse) at a cost to the retiree of 20% of premium equivalency rate PLUS the amount offered by PSERS through their Premium Assistance Program, if the retiree is eligible for Premium Assistance.

- Retiree must have been employed by CBSD for at least ten (10) years.
- Retiree must be eligible for retirement without penalty (superannuation).
- Retirees will be terminated from the program upon reaching eligibility age for Medicare coverage.
- Dependents will be terminated from the program upon reaching eligibility age for Medicare coverage, OR when the spouse reaches Medicare eligibility, whichever comes first.

**Option 2:** Allows coverage in the CBSD post-retirement medical program for the retiree at a percentage of premium equivalency rate as specified in the chart below, PLUS the amount offered by PSERS through their Premium Assistance Program, if the retiree is eligible for Premium Assistance. The retiree shall be permitted to maintain coverage for his/her dependents by contributing 100% of the premium equivalency rate for dependent coverage.

<b>Years of Service</b>	<b>Employee Contribution</b>	<b>District Contribution</b>
0-4	100%	0%
5-9	65%	35%
10+ (not superannuated)	30%	70%

- Retiree must be eligible to apply for a retirement benefit through PSERS.
- Retirees and dependents will be terminated from the program upon the retiree reaching eligibility age for Medicare coverage.

### **303.5 Section 125 Flexible Spending Account Plan**

The District, subject to existing tax laws, will develop a Section 125 Flexible Spending Account Plan to allow participants to use tax laws to their advantage in funding any medical co-payment. The Section 125 Plan will allow individuals to allocate part of their compensation to be used for paying for benefits for such



purposes as childcare, orthodontics, medical premiums not covered by the district, skilled nursing care insurance, and such other items as the law may permit.

### **304 Group Life Insurance**

#### ***304.1 Term Life Insurance***

The district will provide each employee with group term life insurance with a face value of twice the employee's annual salary rate. An employee may elect, for federal income tax purposes, to limit such group term insurance to \$50,000.00.

Employer-paid life insurance in excess of \$50,000.00 is a taxable benefit and IRS regulations give the actual dollar value for such insurance in excess of \$50,000.00.

#### ***304.2 Supplemental Life Insurance***

Supplemental group life insurance in the amount of \$50,000.00 may be purchased by employees through payroll deductions. The insurance carrier may refuse enrollment in this supplemental policy if such enrollment is requested more than thirty (30) days after the first day of actual service in this unit.

### **305 Dental Insurance**

Specific coverage, terms and conditions are detailed in a descriptive brochure which may be obtained from the Human Resources office. The effective date of coverage is the first day of the month coinciding with the date on which service in this unit commences. Dependents may be enrolled in group dental coverage.

Enrolled employees will pay the following share of the monthly premium:

<b>Coverage Level</b>	<b>Monthly Premium Share</b>
Single	25%
Employee & Child(ren)	25%
Employee & Spouse	25%
Family	25%

## 306 Holiday and Vacation Plan

### 306.1 Holidays

Twelve-month personnel shall receive all paid holidays designated by the Board (typically listed as "CBSD Offices Closed") each year. The holiday schedule is developed according to the school calendar and will be made available to employees by July 1<sup>st</sup> of each year.

### 306.2 Vacation Plan

The District's vacation plan provides twelve-month personnel with time off with pay. Vacation time is only earned on the first day of the fiscal year for use during that fiscal year. The number of vacation days granted shall be in accordance with the following plan:

Administrative staff hired prior to June 30, 2000, shall continue to receive 5 weeks' vacation per year. For administrative staff hired after June 30, 2000\*\*\*:

Continuous Years of Service in District	Tier A	Tier B	Tier C
0-4	20 days	18 days	15 days
5-9	20+ days	20 days	20 days
10+	25 days	20+ days not to exceed 25	20+ days not to exceed 25

Tier A:

+ = add one day for each year above 5 years of service

\* Up to 10 years of related experience outside of the District may apply in the computation of continuous service upon recommendation of the Superintendent.

Tier B & C:

+ = add one day for each year above 10 years of service not to exceed 25 days

\* Up to 10 years of related experience outside of the District may apply in the computation of continuous service upon recommendation of the Superintendent.

\*\*\*Employees employed prior to 7/1/2025 will retain their current vacation allotments awarded if greater than the above but will follow the schedule for future increases based on the above allotment schedule. For example, if employee in Tier C was granted 20 days of vacation prior to 5 years of service they will retain the 20 days allotment until they reach year 10 allotment increase.

\*\*\*\* Admin emergency leave banks as of 6/30/2025 will roll into the Vacation bank as of 7/1/2025. If there are days in excess of 2x Annual allotment in the Emergency Leave Bank they will be paid out according to the payment schedule below.

The vacation period is the fiscal year, July through June. Subject to guidelines which may be established by the Superintendent, vacation time may be used any time during the vacation year with prior approval of the employee's immediate supervisor.

Unused vacation may be carried forward as follows:

Salary Grade	Maximum Vacation Days Carried Forward
Tier A, B, C	2.0 x annual allotment

Act 93 members may elect by July 15<sup>th</sup> to have unused vacation days from the school year prior paid out at their per diem as a 1-time payment to tax deferred account (403b,457,529) or included paid in the August 30<sup>th</sup> pay as follows:

Salary Grade	Maximum Vacation Days Paid
Tier A	10
Tier B	9
Tier C	8

Employees that have reached the quota in their bank and exceed the number of allowed pay out days will not be compensated for any unused vacation days.

Except as provided above for recently appointed personnel, an employee who has not been in full pay status for the entire preceding fiscal year shall receive a prorated vacation entitlement.

Personnel whose employment terminates (or the employee's beneficiary in the event of death) shall be entitled to receive pay in lieu of all vacation time to which entitled at the time of termination. Such entitlement shall include a prorated vacation for the fiscal year in which employment terminates in the event of death or if the employee gives written notice of resignation or retirement to the Board at least thirty (30) days prior to the effective date. This payment will be paid to the employee and not deposited into any tax deferral account.

For individuals covered by this agreement, the Board agrees to pay, at the regular salary rate, the two-week waiting period prior to eligibility for short-term disability payments.

### **307 Retirement Service Awards**

Upon retirement from the Central Bucks School District, staff members having served a minimum of fifteen (15) years in the Central Bucks School District will receive a service award of \$150.00 for each year of service in the District. Payment of the service award will conform to all existing federal and state laws. Such payment shall be deposited to the employee's 403(b) and/or 457 account.

Upon retirement from the Central Bucks School District, staff members will receive \$55.00 per day for each

### **308 Educational Assistance Program**

The District recognizes the importance of educational development. For those who wish to increase competencies in present assignments and prepare for advancement, a program of financial assistance is offered.

#### ***308.1 Eligibility***

Educational assistance is available to full-time employees.

The District will not duplicate assistance from an outside agency, such as veteran's benefits, scholarships, or other student financial aid programs for expenses covered by this program.

An employee will receive assistance for expenses incurred while on educational or sabbatical leave upon return from such leave.

Voluntary or involuntary termination of employment with the district will terminate eligibility for assistance.

Persons who take advantage of this benefit are expected to remain employed with the school district for three (3) years after receiving reimbursement. Individuals who leave the district prior to this period will be subject to repayment of the reimbursement. Arrangements for repayment shall be made at the time of notice of resignation. All subsequent payroll checks shall be subject to deduction to reconcile any outstanding balance.

#### ***308.2 Courses***

Courses taken where educational assistance benefits are available must have prior approval by the employee's immediate supervisor and the Superintendent prior to enrollment.

Courses offered by degree-granting institutions or other schools may be approved under the following conditions:

- The course taken is directly related to the employee's present assignment or future development.
- The course taken is to fulfill the requirements of a baccalaureate or advanced degree or a program leading to certification in a specialized area.

#### ***308.3 Reimbursement***

Reimbursement of up to 100% for tuition, registration, laboratory, and other required fees for each course will be paid as set forth below

A grade of "B" or better or satisfactory completion of the course as verified by transcript or grade report. Receipts verifying payment of eligible expenses are submitted.

The reimbursement does not cover transportation, meals, supplies or other incidental expenses. The maximum amount payable in any one fiscal year is \$12,500.00. Individuals who leave the district are subject to the provisions in Section 308.1.

#### **308.4 Procedure**

An employee wishing to participate in the educational assistance program should obtain an Educational Assistance Application from the Human Resources office.

The completed application is forwarded to the employee's immediate supervisor for approval, and to the Superintendent for approval. The application is then forwarded to the Director of Human Resources who informs the employee of the action taken.

Upon completion of the course, grades and receipts are forwarded to the Human Resources office where the amount of reimbursement is computed and processed for payment.

All records will become a part of the employee's personnel file.

#### **309 Contribution to Qualified Retirement Plans**

The District agrees to provide the percentage identified, of the individual's yearly salary, in an employer contribution to one or more of the following: The District's 403(b) Plan, the District's 457(b) Plan, or a 529 Plan as identified by the employee.

The annual amount will be divided by the number of scheduled pay periods each year and deposited each pay period based on the following:

- Tier A – 2.0%
- Tier B – 1.5%
- Tier C – 1.0%

Employer payments such as service awards and payments for unused accumulated leave due at retirement will be deposited in the District's 403(b) and/or 457(b) Plan. The employee will make this election at the exit interview.

### **310     Flexible Work**

#### **310.1 Work from Home**

There may be times during the year when it may be advantageous and efficient for the administrator to work remotely. As such, administrators shall be authorized to work remotely from home or elsewhere, upon obtaining prior approval from the administrator's direct supervisor and one of the following individuals: Superintendent, Assistant Superintendent, Chief Financial Officer, Director of Human Resources, or other designates of the Superintendent. The administrator may be required to provide the administrator's direct supervisor with a proposed work agenda prior to approval being granted. The supervisor may also request documentation of work completed. Days worked remotely shall be scheduled with due regard to the operation of the District.

### **310.1 Compensatory Time**

There may be times during the year where an emergency may arise that requires an administrator to report on closure days, overnights, or weekends ***outside of the normal course of business***. While this agreement will not stipulate specific compensatory time parameters it is acceptable for an administrator to request of their supervisor relief for lost time due to such emergencies. The administrator should make such a request in writing via email or hard copy to their direct supervisor prior to the relief and receive approval.

## **400 Leaves of Absence**

### ***400.1 Sabbatical Leave***

Professional staff members (those who hold certification) are eligible for sabbatical leave according to the provisions of the school laws of Pennsylvania, briefly described as follows:

- Completed ten (10) years of service in the public schools of Pennsylvania and agrees to return to employment with the school district for not less than one school term immediately following the leave.
- Five consecutive years of the ten (10) years should be in the District from which the leave is being sought. The Board may waive this requirement.

The criteria for the leave are for restoration of health, or professional development, and may be for half or full year or two (2) half terms during the two-year period.

The compensation while on leave will be one-half (1/2) of the annual salary.

While on sabbatical leave, group insurance and retirement contributions are continued as though the person were in daily full-time attendance. Sick leave days continue to be accumulated during the period of the leave.

### ***400.2 Leaves of Absence Without Pay***

Employees shall be entitled to request unpaid leave of absence for a period not to exceed eighteen (18) months. The Superintendent may recommend to the Board of School Directors that a request be either granted or denied and their recommendation shall be based on their assessment of the merits of the request, and the positive and negative implications for the individual employee, and the district's staff and students.

Employees on authorized leave of absence without pay shall not be active employees of the school district and shall not be entitled to any benefits granted active employees.

Employees granted leave under this section shall be allowed to remain a member of the District group health, prescription, dental and life insurance plans on condition that they pay the District the entire premium for their participation in the plans.

Upon return to active employment immediately upon the expiration of the authorized leave of absence, seniority, accumulated sick leave, and full participation in all the benefits of employment shall be restored.

An employee who does not return from an authorized leave of absence upon the expiration of said leave shall be determined to have resigned as of the date such authorized leave commenced.

#### ***400.3 Leaves of Absence for Personal Reason***

Full-time personnel will be allowed, upon request, absence with pay for personal reasons for up to five (5) days unless otherwise approved by the Superintendent. These days will be considered personal and must be approved by the employee's immediate supervisor and would include absences caused by emergencies and other situations not able to be handled after working hours. Also included is absence due to death in the family and jury service.

#### ***400.4 Bereavement***

Bereavement leave shall be covered at minimum as outlined in Section 1154 of the PA School Code of 1949.

Death of an immediate family member - Up to five (5) days of paid leave. An immediate family member is defined as father, stepfather, mother, stepmother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household, or any person with whom the employee has made his/her home. These days shall be requested and utilized within sixty (60) days of the date of death. Unused days shall be forfeited. Exceptions will only be considered for military services upon submission of validation to the Director of Human Resources and/or when long range travel is required to settle estate or legal matters. In both cases, employees will be required to notify the Office of Human Resources within sixty (60) days of the date of death.

Death of a near relative - Paid leave on the day of the funeral. A near relative is defined as a first cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. This day, or days, shall be requested and utilized within (60) days of the date of death. Unused days shall be forfeited. Exceptions will only be considered for military services upon submission of validation to the Director of Human Resources and/or when long range travel is required to settle estate or legal matters. In both cases, employees will be required to notify the Office of Human Resources within sixty (60) days of the date of death.

The District agrees to honor the professionalism of employees and not seek documentation of a death that results in bereavement. However, the District reserves the right to ask for documentation if the employee makes multiple requests within a school year.

### **500 Membership in Professional Organizations**

The district encourages its employees to take an active role in organizations related to their professional responsibilities. The district will pay the yearly membership fee for up to two (2) professional organizations related to their professional responsibilities. Other membership fees to organizations which are related to a specific curricular or professional interest area may be approved upon request to the personnel office and Superintendent approval.

### **600 Direct Deposit**

All payroll disbursements for personnel under this agreement will be made by direct deposit.



## **700 Recognition Program**

The School Board of Directors shall annually appropriate one percent (1%) of the administrative salary line from the operation budget to create a pool of dollars which may be applied toward a merit recognition system. This pool shall be managed by the Superintendent for the purpose of administrator recognition awards as described in this Plan. Details of the Merit & Recognition plan are in section 900.4.

## **800 Meet and Discuss**

The Board of School Directors and the Central Bucks Administrators Association will meet to discuss issues of mutual concern. These meetings will take place a minimum of two (2) times during a fiscal year or as needed. The President of the Board of School Directors, the President of the Central Bucks Administrators Association and the Superintendent of Schools will establish the meeting schedule.

## **900 Administrative Compensation Program Objectives**

The Board of School Directors of the Central Bucks School District recognizes the importance of maintaining an effective management team and adopts this Administrative Compensation Program in compliance with Act 93 of 1984. The basic objectives of this plan are:

- To attract and retain administrative personnel capable of performing effectively in the positions to which they are assigned.
- To link financial rewards directly to individual performance.
- To be competitive with compensation programs prevailing in other school districts in Bucks and Montgomery Counties.

### ***900.1 Market Value & Salary Grades / Ranges***

The market value of salary grades and salary ranges will be determined by an external third-party who shall provide data for identical or similar administrative positions in similarly situated suburban counties in Pennsylvania and/or New Jersey.

Each administrator will subsequently be placed on the salary grade according to their position within the appropriate salary range. Salary determinations within the range (between Low & High) for the position's grade shall be determined by utilizing factors such as relativity to market value, job experience in the role, and internal equity.



### ***900.2 Performance Appraisal***

Each administrator's performance will be appraised annually by the next-in-line administrator. The system of evaluation will include a process for the development and evaluation of administrative goals and objectives. Administrators attaining Distinguished or Proficient annually shall be eligible for the contractual salary increase provided under Appendix B.

### ***900.3 Administrators on Leave***

Administrators on leave will receive a salary increase in the amount of the base percentage established by the School Board of Directors.

### ***900.4 Merit Recognition Program***

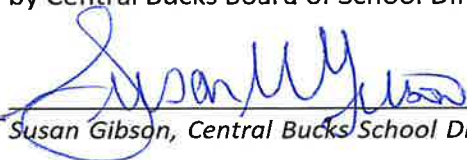
The School Board of Directors shall annually appropriate one percent (1%) of the administrative salary line from the General Fund Budget to create a pool of dollars which may be applied toward a merit recognition system. To the extent the funds are not expended in any fiscal year, said funds shall not be rolled over to the following fiscal year, but shall be returned to the District's general fund.

This merit system will be used for a one-time fiscal year recognition bonus (not to be applied to base salary) to administrative employees who have demonstrated distinction in their employment in the District. Recommendations for merit recognition will be made to the Superintendent, who will determine recipient selection and the amount of the award.

The value of awards may vary but cannot exceed \$3,000.00 for those rated proficient or \$5,000.00 for those rated distinguished ratings per recipient. The Superintendent will present to the School Board of Directors by the completion of the fiscal year those administrators who may be considered for merit recognition based on distinction in some aspect of employment (for example, special projects or exemplary performance). Recipients may elect to have recognition awards paid directly or deposited into their 403(b), 457, or 529 account. Payments will be made by no later than October 1<sup>st</sup> annually.

### **Execution of Agreement**

The plan shall be effective as of July 01, 2025, and shall continue until June 30, 2030. This plan was approved by Central Bucks Board of School Directors at its meeting on Wednesday, June 18, 2025.

  
Susan Gibson, Central Bucks School District Board President

6/19/2025  
Date

  
Stephanie Radcliffe, Central Bucks School District Board Secretary

6/19/2025  
Date

## **Appendix A – Salary Grades & Ranges**

<b>Tier</b>	<b>GRADE</b>	<b>MIN</b>	<b>MID</b>	<b>MAX</b>
<b>A</b>	13	\$221,631.00	\$277,038.70	\$332,446.50
	12	\$184,692.50	\$230,865.60	\$277,038.70
	11	\$153,910.40	\$192,388.00	\$230,865.60
	10	\$128,258.70	\$160,323.30	\$192,388.00
	9	\$106,882.20	\$133,602.80	\$160,323.30
<b>B</b>	8	\$89,068.50	\$111,335.70	\$133,602.80
	7	\$77,450.90	\$96,813.60	\$116,176.30
	6	\$67,348.60	\$84,185.80	\$101,022.90
<b>C</b>	5	\$58,564.00	\$73,205.00	\$87,846.00
	4	\$53,240.00	\$66,550.00	\$79,860.00
	3	\$48,400.00	\$60,500.00	\$72,600.00
	2	\$44,000.00	\$55,000.00	\$66,000.00
	1	\$40,000.00	\$50,000.00	\$60,000.00

Ranges will be adjusted annually by 1.0% each year of the agreement.

## **Appendix B – Salary Grade & Range Placement**

### ***Effective July 01, 2025***

A compensation agency was hired to conduct research and perform analysis in accordance with the Administrative Compensation program objectives contained herein to create Tiers, Salary Grades and the salary ranges for each Act 93 position. Employees employed as of April 15, 2025 were placed on the salary grade and their salaries analyzed in conjunction with the third-party compensation analysis. Market-based (e.g. increase to the low point of a salary grade for that position) and internal equity (similarly situated employees) adjustments were generally made to salaries from 2.5% to >15% depending on position. Attachment 1 to Appendix B notes salary adjustments by individual for those employees at the time of the agreement.

New Hires after 7/1/2025 will be placed on the salary grade for their positions and salary will be determined by management with approval by the Board of School Directors utilizing factors such as but not limited to relativity to market value, experience in that role, and internal equity.

### ***Effective July 01, 2026***

Salaries increase on July 1<sup>st</sup> annually a minimum of 2.5% or Act 1 index, whichever is lower, for those below the maximum of the salary range. Salaries may only increase 1.5% or Act 1 index, whichever is lower, once an individual reaches the maximum for their salary grade.