

# **CENTRAL BUCKS SCHOOL DISTRICT**



## **Personnel Practices and Compensation Plan**

- Administrative Staff
- Non-Bargaining Unit Professional Staff

**July 1, 2016 – June 30, 2019**

## **100 Recognition**

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

Twelve-Month Administrative and Non-Bargaining Unit Professionals

### **Tier 1**

Business Administrator  
Director of Finance  
Director of Human Resources  
Director of Information Technology  
Director of Operations  
Director of Special Education  
Elementary Assistant Principal  
Elementary School Principal  
K-12 Curriculum Supervisors  
Secondary Assistant Principal  
Secondary School Principal  
Supervisor of Instructional Technology  
Supervisor of Student Services  
Supervisor Special Education

### **Tier 2**

Accounting Supervisor  
Administrative Assistant  
Assistant Director of Operations  
Assistant Director of Transportation  
Assistant Purchasing Manager  
Athletic Director  
Benefits Coordinator  
Capital Projects Coordinator  
Coordinator and Assistant Coordinator of School Age Child Care  
Custodial Supervisor Assistant Supervisor  
Director of Transportation  
Environmental/Safety Coordinator  
Facilities Manager  
Human Resources Manager  
Information Technology Assistant Manager  
Information Technology Manager  
Information Technology Specialist & Support Specialist  
Purchasing Manager  
Staff Accountant  
Supervisor of Transportation

**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**

**302.10 Sick Leave Credits** - Sick leave will be credited on July 1 of each fiscal year in accordance with the following schedule:

<u>Continuous Service as a District Administrator of at least</u>	<u>Sick Leave Credit</u>
< 1 to 4 years	12 days
5 to 9 years	13 days
10 to 14 years	14 days
15 years or more	15 days

**302.11 New Employees** - Sick leave credits will be prorated for personnel employed after the beginning of a fiscal year at the rate of one day per month remaining in the fiscal year. Persons employed on or prior to the 15th of a month will receive credit for the entire month.

**302.12 Transfer of Sick Leave** - New employees may transfer up to 30 unused sick leave days from another public school district in Pennsylvania provided that no break in service exists.

**302.13 Part-time and Less-than-twelve-month Employees** - Employees who are not scheduled to work full-time on a twelve-month basis will receive a prorated sick leave benefit.

**303 Group Insurances**

**303.10 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 in this unit actually commences.

Where both an employee and his/her 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 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 the health care, 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.

**303.11 Prescription Drug** - co-pay will conform to the provisions outlined in the Agreement between the Central Bucks School District and the Central Bucks Education Association.

**303.12 Medical 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 premium equivalency rate during the term of this agreement. The district will pay the remainder of the premium.

<u>Plan</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Open Choice I	20%	22%	23%
Open Choice II	20%	22%	23%
POS	14%	15%	15%

**303.13 Maintenance of Health Insurance Benefits after Retirement** - Administrators, non- bargaining unit professional employees, and supervisors 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 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.

<u>Years of Service</u>	<u>Employee</u>	<u>District</u>
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.

**303.14** The District, subject to existing tax laws, will develop a Section 125 Flexible Spending Account Plan in order 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 child care, orthodontics, medical premiums not covered by the district, skilled nursing care insurance, and such other items as the law may permit.

### 303 Group Life Insurance

**303.21** 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.

Employer-paid life insurance in excess of \$50,000 is a taxable benefit and IRS regulations give the actual dollar value for such insurance in excess of \$50,000.

**303.22 Supplemental Life Insurance** - Supplemental group life insurance in the amount of \$50,000 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 30 days after the first day of actual service in this unit.

### 303 Dental Insurance

**303.30 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.

**303.31** Dependents may be enrolled in group dental coverage.

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

- a). Individual \$3.00
- b). Dependent \$6.00

### 304 Holiday and Vacation Plan

**304.10 Holidays** - Twelve-month personnel receive twelve paid holidays each year. The holiday schedule is developed according to the school calendar and will be made available to employees by July 1 of each year.

**304.20 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:

<i>Continuous Years of Service as a member of the group covered by this Plan</i>	<i>Tier 1</i>	<i>Tier 2 &amp; 3</i>
0 – 4	4 weeks	3 weeks
5-9	4 weeks +	3 weeks +
10+	5 weeks	4 weeks

+ = 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.

**304.21** 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. Not more than five days of unused vacation may be carried forward for use in the subsequent vacation year.

**304.22** 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.

**304.23** 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.

**304.24** An individual employee may accrue up to 20 unused vacation days in a bank to be used in case of emergency such as care of family members, extension to bereavement, etc.

**304.25** The Board authorizes the Superintendent to approve paid personal reason days. 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.

## **305 Service Award**

### **305.1 Retirement Recognition**

Upon retirement from the Central Bucks School District, staff members having served a minimum of fifteen years in the Central Bucks School District will receive a service award of \$120 for each year of service in the District. Payment of the service award will conform to all existing federal and state laws. (See Section 308, b).

### **305.20**

Upon retirement from the Central Bucks School District, staff members will receive \$15.00 per day for each unused sick day. (See Section 308, b).

## **306 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.

### **306.10 Eligibility**

- a. Educational assistance is available to full time employees.
- b. 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.
- c. An employee will receive assistance for expenses incurred while on educational or sabbatical leave upon return from such leave.

- d. 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 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.

### **306.11 Courses**

- a. Courses taken where educational assistance benefits are available must have prior approval by the employee's immediate supervisor and the Superintendent prior to enrollment.
- b. Courses offered by degree-granting institutions or other schools may be approved under the following conditions:
  - (1) The course taken is directly related to the employee's present assignment or future development.
  - (2) The course taken is to fulfill the requirements of a baccalaureate or advanced degree or a program leading to certification in a specialized area.

### **306.12 Reimbursement**

- a. Reimbursement of up to 100% for tuition, registration, laboratory and other required fees for each course will be paid as set forth below
  - (1). A grade of "B" or better or satisfactory completion of the course as verified by transcript or grade report.
  - (2) Receipts verifying payment of eligible expenses are submitted.
- b. The reimbursement does not cover transportation, meals, supplies or other incidental expenses.
- c. The maximum amount payable in any one fiscal year is \$10,000.
- d. Individuals who leave the district are subject to the provisions in Section 306.10, d.

### **306.13 Procedure**

- a. An employee wishing to participate in the educational assistance program should obtain an Educational Assistance Application from the Human Resources office.
- b. The completed application is forwarded to the employee's immediate supervisor for approval, and to the Superintendent for approval.
- c. The application is forwarded to the Director of Human Resources who informs the employee of the action taken.
- d. 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.
- e. All records will become a part of the employee's personnel file.

### **307 Biennial Medical Examination**

Administrators are encouraged to utilize the existing health plan for routine health examinations.

### **308 Contribution to Qualified Retirement Plans**

- a. The District agrees to provide the percentage identified, of the individual's yearly salary, in a contribution to a 403(b) qualified Retirement Plan, 457(b), 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.

Tier 1 - 2%    Tier 2 & 3 - 1%

- b. Employer payments such as service awards and payments for unused accumulated leave due at retirement will be deposited in a tax-deferred plan approved by the Internal Revenue Service. The employee will make this election at the exit interview.

### **400 Leave of Absence**

#### **400.10 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:

- a. Completed ten 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.
- b. Five consecutive years of the ten years should be in the District from which the leave is being sought. The Board may waive this requirement.
- c. The criteria for the leave are for restoration of health, or professional development, and may be for half or full year or two half terms during the two-year period.
- d. The compensation while on leave will be one-half of the annual salary.
- e. 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.

#### **400.20 Leave of Absence Without Pay**

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

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



**400.22** Employees granted leave under this section shall be allowed to remain a member of the District group health RX, dental and life insurance plans on condition that they prepay (normally three months, but could be up to four months) to the District, the entire premium for their participation in the plans.

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

**400.24** 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.

#### **400.40 Leave for Personal Reason**

Full-time personnel will be allowed, upon request, absence with pay for personal reasons for up to 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.

#### **400.41 Bereavement**

Bereavement leave shall be covered as outlined in Section 1154 of the PA School Code of 1949. Death of an immediate family member – Up to 3 days of paid leave. An immediate family member is defined as father, mother, 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 home.

Death of a near relative - Paid leave on the day of the funeral. A near relative is defined as a first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

#### **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 to two professional organizations selected as above. 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.

#### **600 Direct Deposit**

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

#### **605 Maintenance of Membership**

The District will deduct C.B.A.A. annual dues in the amount listed below from the salaries of the employees covered by this agreement. The deduction will occur from the first pay in August. The district will transmit the monies by check to the C.B.A.A. Treasurer with supporting documentation by August 30. The dues amount may be changed by a majority vote of the C.B.A.A. membership.

Tier 1 - \$50.00    Tier 2 & 3 - \$40.00

## **700 Recognition Program**

The District will annually allocate a sum of money to be managed by the Superintendent for the purpose of administrator recognition awards as described in *Administrative Compensation Program Factors* listed on page 11 of this Plan.

## **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 three 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.

## **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.

## **Administrative Compensation Program Factors**

### **MARKET VALUE**

The “market value” will be determined by computing the mean salary for identical or similar administrative positions in Bucks and Montgomery Counties for the current fiscal year. Where no comparable position can be determined, the search for “market value” will be expanded where six or more districts have established the job category, districts with approximately 5,000 or more students will be utilized as the “market place”. The “market value” for elementary building administrators will be that computed for elementary principal or secondary assistant principal, whichever is higher. Once the districts have been rank ordered for each position, the highest and lowest district will be dropped from each position and then “market value” will be computed.

### **SALARY RANGES**

Salary ranges are developed by factoring the “market value” 15% in each direction to define the minimum and maximum salary for each administrative position. Salary ranges will be revised annually prior to July 1 when wages are adjusted for the next fiscal year.

### **QUARTILE**

An administrator’s quartile is determined by comparison of an administrator’s current salary to the current salary ranges for the market place. Quartiles are defined as follows: minimum to .925 is 1<sup>st</sup>; .925 to 1.00 is 2<sup>nd</sup>; 1.00 to 1.075 is 3<sup>rd</sup>; 1.075 to 1.15 is 4<sup>th</sup> and greater than 1.15 is +4<sup>th</sup>.

## **SALARY GUIDE**

The "Salary Guide" will be used to determine the annual salary increase. Each administrator will be placed on the guide according to his/her annual performance appraisal and his/her relative position within the appropriate salary range. The percentage increase will be set by the Board of School Directors following Meet and Discuss. Factors such as position market value (base salary), percentage increase in comparable districts, cost of living, etc., shall be considered.

The total salary increase as indicated in the Salary Guide is a combination of the Base Increase, the position in the Salary Range Quartiles and Performance Appraisal.

## **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, progress conferences and job visits.

## **ADMINISTRATORS ON LEAVE**

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

## **MERIT/RECOGNITION PROGRAMS**

In an effort to recognize employees who distinguish themselves, the following two programs will serve to augment the salary and benefits described above:

- **Recognition Program** - There shall be two levels of recognition:

**Level I** "All group" recognition for achieving organizational goals. Examples may include: (a) off-site team building experiences to celebrate accomplishments and plan for future direction, (b) an after-work "get-together" at a local restaurant or, (c) other such "all group" celebrations. The recognition emphasizes the value of people in the organization working together as a team.

**Level II** Individual recognition for individuals who specifically distinguish themselves. Forms of recognition may include a plaque (Mercer tile), gift certificate for dinner, sporting events, movie tickets, recognition cards, bookends, books, pens, etc.

- **Merit Recognition Program** - The Board shall annually appropriate one percent of the administrative salary line from the operation budget to create a pool of dollars which may be applied toward a merit recognition system. To the extent that 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 shown distinction in aspect of 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 awards may vary, but cannot exceed \$3,000.00. The Superintendent will present to the Board by the completion of the fiscal year those administrators who may be considered for merit recognition based on distinction in some aspect of employment.

**DURATION OF THE PERSONNEL PRACTICES AND COMPENSATION PLAN**

The plan shall be effective as of July 1, 2016, and shall continue until June 30, 2019.

This plan was approved by Central Bucks Board of School Directors at its meeting on

June 28, 2016

Central Bucks Board of School Directors

By: Elizabeth Darcy, President June 28, 2016  
Date

By: Sharon X Reiner, Secretary June 28, 2016  
Date

## APPENDIX A

### Overall Act 93 Salary Increases

The overall Act 93 salary increases during the term of this compensation plan are as follows:

**2016-2017:** 2.68%  
**2017-2018:** 2.97%  
**2018-2019:** 2.86%

The total salary increase as indicated in the Salary Guide is a combination of the Base Increase, the position in the Salary Range Quartiles and Performance Appraisal.

### SALARY GUIDE

<b><u>2016-2019</u></b> <b><u>Salary Range/</u></b> <b><u>Quartile/Percent</u></b>	<b>1<sup>st</sup> Quartile</b> <b>.85 to .925</b>	<b>2<sup>nd</sup> Quartile</b> <b>.925 to 1.00</b>	<b>3<sup>rd</sup> Quartile</b> <b>1.0 to 1.075</b>	<b>4<sup>th</sup> Quartile</b> <b>1.075 to 1.15</b>	<b>+4<sup>th</sup> Quartile</b> <b>&gt; 1.15</b>
Distinguished	5.5	4.5	3.5	2.5	1.0
Proficient	5.0	4.0	3.0	2.0	.75
Needs Improvement	.6	.4	.3	.2	.1
Failing	0	0	0	0	0