



CENTRAL INTERMEDIATE UNIT 10

THE GO TO IU!

ACT 93 ADMINISTRATIVE COMPENSATION PLAN

July 1, 2021 - June 30, 2025

BUILDING A WORKPLACE CULTURE OF

INNOVATION

Last edited: June 8, 2021

Board Approved June 24, 2021

CIU 10 Anchor Team

Act 93 Administrator Positions

Director of Special Education and Non-Public Student Services

Director of Curriculum and Innovation

Director of Preschool/Early Intervention

Director of Information Technology

Director of Adult Education and Project Development

Special Education Supervisor/Principal of Student Services

**Special Education Supervisor/TaC Consultant Special Education TaC
Consultant**

Curriculum Consultant

Special Education Supervisor Assistant Business Manager

Data Governance Consultant

Non-Act 93 Administrator Positions

Executive Director

Director of Business Services

Human Resources Manager

I. FOUR YEAR TERM

This Plan is effective July 1, 2021 to June 30, 2025.

II. DEFINITIONS OF “ACT 93 MEMBER”

The term “Act 93 Member” shall include all members of the Anchor Team excluding the Executive Director, the Director of Business Services and the Human Resources Manager. In this Compensation Plan the term “Act 93 Member” and “Administrator” shall be used interchangeably and have synonymous meanings.

The term “Certified Administrator” describes Administrators that have an educational certification from a university or the state government.

The Executive Director will add new administrative positions to the Act 93 Membership and to this document as new positions are created by the Board of Directors.

III. TEAM COMMITMENT

The CIU 10 Anchor (Administrative) Team is committed to a marketplace business philosophy that focuses on identifying and meeting the stated or hidden needs or wants of customers.

IV. SALARY

A. Starting Salaries

Certificated and Non-Certificated Administrators hired on July 1, 2021, or after will be twelve-month administrators and will be given a starting salary that is recommended by Administration and approved by the Board of Directors. Salary recommendations will be based on Internal Job Equity and Market Pay Range profiles.

Range profiles are based on market districts and intermediate units and will be updated each year according to administrative market movement.

B. Raises

Salary increases for the 2021-2022, 2022-2023, 2023-2024 and 2024 -2025 fiscal years shall be determined by base salary (without including longevity), and how those base salaries fall within or outside of the Market Pay Ranges contained in the 2021 update to the PSBA Administrative Compensation Study from 2020-2021. Market Pay Ranges shall be increased by One and Seven Tenths (1.7%) Percent for each year of this Agreement, beginning on July 1, 2022.

Administrators whose base salaries are within the Market Pay Range shall receive a base salary increase of Three (3%) Percent.

Administrators whose base salaries are above the Market Pay Range but by not more than Fifteen (15%) Percent shall receive a base salary increase of One and One-Half (1.5%) Percent.

Administrators whose base salaries are above the Market Pay Range by Fifteen (15%) Percent or more shall receive a base salary increase of Three quarters of One (0.75%) Percent.

There shall be a cap of Two Thousand Five Hundred (\$2,500.00) Dollars on annual increases.

Any administrator who receives an Unsatisfactory or Needs Improvement rating shall not receive an increase in their base salary.

V. TEN-MONTH ADMINISTRATORS

A. During the term of this Agreement, and based on developments in CIU 10 staffing requirements for specific program and/or curriculum activities, a 10 month Administrator may be transitioned to a 12 month Administrator status on July 1 or January 1 of a given year, and upon such transition shall receive the appropriate twelve-month benefits (including, but not limited to, salary augmentation, vacation days, sick days, etc.) If a move from a 10 month to a 12 month position is necessitated, the decision will be discussed with the 10 month employee. Final determination will be by the Board.

B. For 10 month Administrators, non-work days must be pre-approved by the Program Director and/or Executive Director. Ten month Administrators, upon reasonable notice from the Program Director, may be required to work during the summer to provide professional learning or TaC services as part of their 205 work days.

C. Ten Month Administrators earn ten/twelfths (10/12) of sick days and holidays earned by 12-month Administrators. Ten-month Administrators do not earn vacation days.

D. Workdays for 10 month Act 93 Members is 205 days. Days worked in excess of 205 days will be paid at the Act 93 Member's twelve (12) month daily rate.

E. The Full-Time Equivalency (FTE) for 10 month Administrators allows the Special Education Department Administrators to have one-month equivalency dedicated to collaborative, organization-wide assignments outside the Training and Consultation (TaC) Initiative. The nine-month FTE for twelve-month special education Administrators allows three months for collaborative, organization-wide assignments outside the TaC Initiative.

VI. EVALUATION

The Performance Evaluation of Administrators will continue through the term of the Plan with the PDE Danielson Model.

The Director of Special Education and Non Public Student Services is responsible for evaluating and supervising administrative positions within the Special Education and Non Public Student Services Departments.

The Director of Curriculum and Innovation is responsible for evaluating and supervising administrative positions within the Curriculum Department.

The Director of Business Services is responsible for evaluating the Assistant Business Manager.

The Executive Director is responsible for evaluating all other administrative positions.

Evaluation of Administrators shall be completed by June 30th each year.

The Director of Special Education and Non Public Student Services, in conference with the Executive Director, reviews all Performance Evaluation Reports within the Special Education and Non Public Student Services Departments. The Director of Curriculum and Innovation, in conference with the Executive Director, reviews all Performance Evaluation Reports within the Curriculum Department.

The Executive Director will approve all Administrators' annual goals.

VII. BENEFITS

A. Medical Insurance Benefits

The Board agrees to provide Blue Cross and Blue Shield Preferred Provider Organization (PPO) Health Insurance coverage or a comparable health care insurance carrier that is provided by CIU 10, and Major Medical coverage and pay the entire cost of the premiums for the Administrators and their dependents less the employee contribution. The employee agrees to pay as defined in the below table on a monthly basis.

EMPLOYEE PREMIUM SHARE (Per Month)

| | 2021-2022 | 2022-2023 | 2023-2024 | 2024-2025 |
|-----------|-----------|-----------|-----------|-----------|
| Single | \$45 | \$55 | \$65 | \$75 |
| All Other | \$65 | \$75 | \$85 | \$95 |

During open enrollment Administrators have the option to enroll in Plan 4, a Qualified High Deductible Health Plan. The amounts of the deductibles shall be adjusted as necessary over the life of this contract to comply with the minimum annual deductibles required by the IRS so as not to disqualify participants from being eligible to open and have contributions into a Health Savings Account (HSA). The employee will pay no premium share for this plan. However the employee has the option to have the premium

share amounts noted above (or additional amounts up to the IRS maximum) payroll deducted and paid into the employee designated Health Saving Account (employee contribution). The employee will be responsible for the set up and any fees associated with the HSA.

All medical insurance plans run from July 1 to June 30. CIU 10 shall give notification to Administrators at least thirty (30) days prior to the open enrollment period. Notification shall be made electronically.

Each Administrator shall complete a form to indicate the required applicable coverage and shall be responsible for updating this form when the Administrator's circumstances change in any way that may affect the Administrator's coverage. CIU 10 may seek reimbursement for any undue costs resulting from a Member's untimely compliance with updating of marital status or dependent status. All marital and dependent changes must be made in writing to the Business Office within thirty (30) days of when the qualifying event occurred. Such events include the dissolution of marriage resulting from divorce or annulment.

Spouses of Administrators will be excluded from obtaining medical insurance from CIU 10 if the spouse is a full time employee of a school district, intermediate unit, career and technology center, or a Pennsylvania state university.

Open enrollment for health care insurance shall be May 1 to June 15 of each year. Members and dependents may only be added or removed from coverage during the open enrollment period, unless a qualifying event for health insurance occurs at another time during the year.

B. No Coverage Incentive

Full time Administrators opting not to take advantage of coverage will be entitled to receive the lesser of \$2,500 semi-annually per fiscal year, or twenty five percent (25%) of the value of the medical insurance coverage that the Administrator would be entitled to if the Administrator chose not to take advantage of the no coverage incentive benefit. The payment will be made in the December and June paychecks.

If an Administrator is married to an employee of CIU 10, the employee is not eligible for a separate medical insurance plan or the no coverage incentive benefit. The primary policyholder will be the employee whose birthdate comes first in the calendar year. In order for an Administrator to be eligible for the no coverage incentive, the Administrator must remit written notification to CIU 10 during the May 1 to June 15 open enrollment period or upon written approval by the Executive Director.

C. Vision Insurance Coverage

The Board will provide, at no cost to the Administrator and his/her family, a vision plan which includes:

- a. Vision Examination
- b. Tonometry
- c. Lenses
- d. Frames
- e. Contact Lenses (if a medical necessity)
(Cosmetic Contact Lenses available at partial payment)
- f. Low Vision Aids

Each Administrator shall complete a form to indicate the required applicable coverage and shall be responsible for updating this form when the Administrator's circumstances change in any way that may affect the Administrator's coverage. CIU 10 may seek reimbursement for any undue cost resulting from an Act 93 Member's untimely compliance with the updating of marital status or dependent status.

All Administrator marital and dependent changes must be made in writing to the Business Office within thirty (30) days in which the qualifying event occurred.

Vision insurance coverage is independent of medical insurance coverage and is not affected by choice of health plan insurance coverage.

D. Dental Insurance Coverage

The Board will provide a dental benefit insurance policy for the Administrator and his/her family, which will include the following:

1. Preventive Services: The plan will pay one hundred percent (100%) for the following:
 - a. Oral Examinations
 - b. Cleaning of Teeth
 - c. Fluoride Applications
 - d. Space Maintainers
 - e. Emergency Office Visits
2. General Services: The plan will pay one hundred percent (100%) for the following:
 - a. X-rays
 - b. Fillings
 - c. Anesthetics
 - d. Antibiotics
 - e. Extractions

- f. Periodontics
- g. Repair of Prosthetic Appliances
- h. Oral Surgery
- i. Endodontics

- 3. Administrator/Dependent Orthodontics: The plan will pay seventy percent (70%) of Administrator/dependent orthodontics up to a lifetime maximum of \$3,625.
- 4. Major Services: The plan will pay seventy five percent (75%) for the following:
 - a. Bridges and Dentures
 - b. Crowns and Gold Restorations
 - c. Replacement of Damaged Appliances

The maximum payments for benefits, as outlined under Article VII. D. 1, 2, 3 and 4 for each calendar year is \$3,000 per family member. No deductible will be applied against the incurred covered dental expenses for the Administrator or his/her family members.

Each Administrator shall complete a form to indicate the required applicable coverage and shall be responsible for updating this form when the Administrator's circumstances change in any way that may affect the Administrator's coverage. CIU 10 may seek reimbursement for any undue cost resulting from an Act 93 Member's untimely compliance with the updating of marital status or dependent status.

All Administrator marital and dependent changes must be made in writing to the Business Office within thirty (30) days in which the qualifying event occurred.

Dental insurance coverage is independent of medical insurance coverage and is not affected by choice of health plan insurance coverage.

E. Longevity Payments Benefit

Employees shall receive the following service increments for years of CIU 10 service only. Service increments, once earned, shall be added to the annual base salary. Service increments shall be compounded.

- 1. After twenty (20) (in year 21) years of service - \$500.00.
- 2. After twenty-five (25) (in year 26) years of service - \$600.00.
- 3. After thirty (30) (in year 31) years of service - \$750.00.

Those employees who already have longevity payments included in salary shall not lose those payments; however, future payments will not accrue until the employee completes year 20.

F. Life Insurance Benefit

Life Insurance and Accidental Death/Dismemberment Insurance will be provided up to three (3) times the annual salary, rounded to nearest higher \$1,000 of salary. The CIU 10 Business Office must be notified of beneficiary changes by June 1 of each year. The total amount of coverage is the option of Administrator on an annual basis. The CIU 10 Business Office must be notified by June 1 of each year.

G. Long Term Disability Insurance Benefit

Long Term Disability Insurance will be integrated with sick leave to cover sixty percent (60%) of salary, to a maximum of \$5,000 per month. Coverage is for two (2) years due to sickness and five (5) years due to an accident.

H. Leaves and Holidays Benefit

1. Thirteen (13) sick days annually
2. Newly hired Act 93 Administrators vacation days shall be prorated based on date of hire to end of fiscal year using the table below. Thereafter, vacation days shall be earned as follows:

Years 1-10 = Total 21

Years 11-20= Total 22

Years 21 and beyond = Total 23

All administrative years with the CIU 10 and/or with sending districts within the CIU 10 shall count toward vacation days allotment. Administrative years in other locations shall be subject to the approval of the Executive Director, and shall be at their discretion.

3. Each Administrator will also be permitted four (4) days per year for personal or emergency reasons with pay. These days shall be cumulative to seven (7); however, it is understood that no more than five (5) days may be used at any given time. Any days not used that accumulate beyond seven (7) shall be transferred to sick days.
4. Eleven (11) paid holidays per year. (New Year's Day, Presidents Day, Spring Vacation Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, First Monday Following Thanksgiving, Day before Christmas, Christmas Day)
5. Annually, each January, unused vacation days from the previous year, which expired December 31, will be reimbursed at the rate of \$75 per day.

I. Professional Organizations Benefit

Annual local, state and national dues are not to exceed \$750, for a maximum of three (3) professional organizations to which the Administrator belongs. The Board may

participate in institutional memberships where such membership is more economical per Act 93 Member.

J. Severance Payment At Retirement Benefit

This payment may be elected to be made into a 403(b) account. Act 93 Members who elect to be paid for unused sick leave instead of enrolling in extended health care will not be eligible to receive severance pay.

Severance payments will be calculated on the basis of \$80 per year of service in CIU 10 to a maximum of thirty five (35) years, or \$2,800.00.

K. Extended Health Care Benefit

1. Upon retirement, the same extended health care benefits provided to other professional employees are provided to Act 93 Members who meet the following three criteria: a, b AND one of the following c, d, e:
 - a. At least fifty five (55) years of age; AND
 - b. Has been a CIU 10 Administrator for the last five years prior to retirement; AND
 - c. Has been a CIU 10 Administrator for a minimum of twenty (20) years; OR
 - d. Has been a CIU 10 Administrator and professional employee for a minimum 20 years; OR
 - e. Has been a CIU 10 Administrator and nonprofessional employee for a total of 25 years.

2. The retiree may select insurance coverage from any of the healthcare vendors that provide health care insurance coverage to Administrators that are currently utilized by the CIU 10. In the event that the CIU 10 eliminates an insurance carrier that provides health care coverage for a retired Administrator, the CIU 10 will inform the affected Act 93 Member of said change and provide the retiree with information regarding the health care vendors that provide health care insurance coverage to the Act 93 Members that are currently employed by the CIU 10.

Upon retirement Administrators that meet the eligibility standards defined in Section VII. K. 1. are eligible for paid individual health care for a maximum of ten years (10) years, or until Medicare becomes the primary insurance carrier, whichever comes first. The cost of the health care insurance premiums shall be shared equally between the retired Administrator and the CIU 10 for the first five years of retirement. For those whose first day of employment is on or after July 1, 2021 the cost of the health insurance premiums shall be shared. CIU 10 will pay 25% of the cost of health insurance premiums while the member will pay 75% of the cost of health care premiums.

3. For the next five (5) years of retirement, years 6-10, the CIU 10 will pay twenty-five (25%) of the cost of the health care insurance premiums, while the retired Administrator will pay seventy-five (75%) of the cost of the health care premiums.
4. Retired Administrators may have the option of purchasing health care coverage for themselves for five (5) additional years, years 11-15, and for their spouses at the cost that the CIU 10 pays for fifteen (15) years, or until Medicare becomes the primary insurance carrier of the spouse, or until Medicare becomes the primary insurance carrier of the retiree, whichever comes first. In order to obtain spousal coverage, the retired Administrator must provide payment equal to the premium determined for the purpose of COBRA.
5. The retiring Administrator must request the intent of utilizing the extended health care benefit via written notice to the Business Office. Notification must be made prior to sixty (60) days of retirement.
6. It is here agreed, and the intent is stated, that this benefit is intended for those persons leaving the profession by reason of age, years of service, or physical disability, which makes them eligible for normal or disability retirement as defined by PSERS.
7. Retiring Administrators who meet the eligibility defined in the VII. K. 1., but do not elect CIU 10 Extended Healthcare are eligible for the cash value of unused sick leave at \$70 per day up to two hundred sixty days (260).

L. Travel Benefit

CIU 10 will reimburse an Act 93 Member's travel expense according to Board Policy.

M. 403(b) Contribution Benefit

CIU 10 shall match contributions made by Twelve Month Administrators to their 403b accounts up to a maximum of One Thousand (\$1,000.00) U.S. Dollars annually, and to Ten Month Administrators a maximum of Five Hundred (\$500.00) U.S. Dollars. Payments shall be made twice annually. The January CIU 10 payment shall match the prior Administrator contributions made from the previous July through December. The July CIU 10 payment shall match the prior Administrator contributions made in January through June.

N. Educational Reimbursement

Each Act 93 Administrator shall be eligible for reimbursement for courses, in-service credits, and continuing education to maintain credentials that have been pre-approved and meets criteria as described below:

Act 93 Administrators shall be reimbursed up to One Hundred (100%) Percent of the current Pennsylvania State University graduate course rate for up to a maximum of nine (9) credits annually.

Act 93 Administrators who are enrolled in a doctoral program and/or a doctoral cohort shall be eligible for reimbursed up to Fifty (50%) Percent of credits in excess of nine (9) annually.

Reimbursement shall be for tuition only, and does not include fees, books, or any other charge or expense. Courses may be in the Administrator's field/area of certification or the general field of education. All courses shall require approval by the Executive Director in order to be eligible for reimbursement.

A course grade of "B-" or better is required for reimbursement. A grade of "C+" or lower is not eligible for reimbursement.

Inservice credits/hours must be pre-approved by the Program Director and the Executive Director. Proof of paid invoice and either passing and/or certificate of completion must be submitted to the Business Manager before the Administrator will be reimbursed. The total annual reimbursement will not exceed the cost of 100% of nine (9) graduate credits at the Pennsylvania State University's graduate course rate.

Continuing education credits/hours required to maintain a state or national license for employment at CIU 10 must be pre-approved by the Program Director and the Executive Director. Proof of paid invoice and either passing and/or certificate of completion must be submitted to the Business Manager before the Administrator will be reimbursed. The total annual reimbursement will not exceed the cost of 100% of nine (9) graduate credits at the Pennsylvania State University's graduate course rate.

Courses count in the fiscal year in which the course ends.

In the event that an Administrator leaves the employment of CIU 10 within two (2) years of the college course completion date for which the Administrator received any reimbursement for the cost of tuition, the Administrator shall reimburse CIU 10 at the following rates to be deducted from the Administrator's final pay check and/or subject to a schedule agreeable to CIU 10:

If the Administrator leaves within one (1) year of course completion and reimbursement, the Administrator shall reimburse CIU 10 One Hundred (100%) Percent of the tuition reimbursement received from CIU 10 within that one (1) year period.

If the Administrator leaves within one (1) to two (2) years of course completion and reimbursement, the Administrator shall reimburse CIU 10 Fifty (50%) Percent of the tuition reimbursement received from CIU 10 within that one (1) to two (2) year period.

Tuition reimbursement shall not be taxed as salary by the CIU 10 unless the IRS directs otherwise.

Total cost for tuition reimbursement to the CIU10 shall not exceed Eighty Thousand dollars (\$80,000) in any one fiscal year.

All courses must be completed within six (6) months of the start date. Administrators failing to meet the six (6) months timeline shall be ineligible for reimbursement unless extenuating circumstances have prevented the Administrator from completing the course. All extenuating circumstances shall be subject to the approval of the Executive Director, who shall have sole discretion to make such determination.

The Executive Director may request an Administrator obtain additional certification(s) that the Executive Director believes will meet the current or future needs of the CIU 10. In situations such as this, the CIU 10 shall pay One Hundred (100%) Percent of the tuition costs (inclusive of mandatory fees).

O. Bereavement Leave

Leave of absence, with pay, for death shall be granted under the following circumstances:

1. Immediate Family: Five (5) Days – father, mother, brother, sister, daughter, son, husband, wife, parent or parent-in-law, son-in-law, daughter-in-law, or any person with whom the Administrator has made his/her home.
2. Near Relative: One (1) Day, plus one (1) travel day with supervisor's approval – first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, sister-in-law