BRADFORD LYCOMING SULLIVAN TIOGA

ADMINISTRATIVE COMPENSATION PLAN

JULY 1, 2017 - JUNE 30, 2020

INTRODUCTION

The BLaST Intermediate Unit #17 Administrators and Board of Directors believes that its mission is to provide cost effective programs and services which will enhance the efforts of public school administrators and teachers in our constituent districts to provide the best educational programming for pupils.

The BLaST Intermediate Unit #17 Administrators and Board of Directors are committed to developing and implementing a plan of compensation, based upon individual responsibility and performance, which will attract and retain quality management personnel and which will provide fair and adequate financial incentive for all management team members.

For purposes of this Administrative Compensation Plan, an administrator shall be any employee of the Intermediate Unit, below the rank of Executive Director, Assistant Executive Director or Director of Management Services who by virtue of assigned duties is not in a bargaining unit of public employees as created under the Public Employee Relations Act (Act 195 of 1970, as amended).

All administrators shall be included under this Administrative Compensation Plan.

ANNUAL COMPENSATION

Each BLaST Intermediate Unit administrator whose performance is rated as satisfactory shall have his/her annual salary increased effective July 1 by a percentage amount which will be determined by the Board of Directors and explicitly stated in this document.

PROCEDURE

Prior to recommending a salary recommendation the following steps were implemented:

a. The Executive Director meets with the Act 93 employee group prior to any recommended annual adjustments.
b. Using approved parameters and such other guidelines as may be established by the Board, the Executive Director will prepare salary change recommendations for consideration of the Board. The Executive Director will make the recommendations based on the relative position of present salary as compared to the current salary range established by the Board, individual by individual, to fairly and properly distribute salary increases in accord with the guidelines established by the Board.

RECOMMENDED SALARY

After implemented the procedures outlined above, it is recommended the Board of Directors consider the following three-year percentage increase:

2017-18 School Year- 2.5 %
2018-19 School Year- 2.5 %
2019-20 School Year- 2.5 %

FRINGE BENEFITS FOR 2017 - 2020

1. HOSPITALIZATION/MEDICAL SERVICES PLAN -

The IU is a member of the Northern Tier Insurance Consortium (NTIC), (coverage currently provided through Highmark Blue Cross/Blue Shield) and will offer a Preferred Provider Organization (PPO) and a Qualified High Deductible Health Plan (QHDHP), as long as these plans are offered by the insurance carrier and with contractual plans selected by NTIC. Existing employees will be given the opportunity to elect their coverage option once per Plan Year (September 1 through August 31). An open enrollment period will be provided once per Plan Year for the employee to select or decline coverage for the next 12-month period. This coverage decision cannot be changed until the next annual open enrollment period, unless the employee experiences a life-changing event as defined by Section 125 of the Internal Revenue Code. The Employer will pay the premium to NTIC. The Board's liability is limited to the payment of premiums to the NTIC. The employee will have the following amounts deducted from his/her pay to share in the cost of providing insurance over the term of this agreement and these amounts shall not be subject to federal income tax pursuant to Section 125 of the Internal Revenue Code:

Per Pay Premium Contribution:

	PPO-E	PPO-G	QHDHP
Single	$17.50	No Charge	No Charge
Parent/Child	$32.50	No Charge	No Charge
Parent/Children	$35.00	No Charge	No Charge
Husband/Wife	$40.00	No Charge	No Charge
Family	$42.50	No Charge	No Charge

The Intermediate Unit shall adopt an IRS Section 125 plan and make available to all Employees Section 125 Flexible Spending Accounts for medical expenses and dependent care expenses. The maximum contributions shall be the IRS limits per year. The employee is responsible for understanding the risks and benefits of the program.

The Intermediate Unit shall offer a Health Savings Account to all Employees selecting the QHDHP health plan. For each year covered by this agreement, the Intermediate Unit shall make an employer contribution to the Employee's account in the amount of $625 (Single) or $1,250 (Non-Single). Additionally, for any Employees selecting the QHDHP plan, the Intermediate Unit will offer annual payroll bonuses in the following amounts:

Single	$575.00
Parent/Child	$1,100.00
Parent/Children	$1,165.00
Husband/Wife	$1,315.00
Family	$1,380.00

The Intermediate Unit reserves the right to change the administrator of the 125 Flexible Spending Accounts at any time during the term of this agreement.
If a charge is assessed, it will be the responsibility of the employee.

(a) New employees who elect coverage under the QHDHP Plan will be entitled to a pro-rated share of the HSA contribution and payroll bonus noted above. New employees who elect coverage will be covered from the first day of work.

If any employee covered by this agreement decides not to elect coverage under this plan, the Board agrees to pay the employee a sum of $2,500 each year. Equal payments of $1,250 shall be made to each employee not electing coverage in December and June of each year with all applicable taxes withheld. Such payment shall not be reported for retirement purposes. The employee must provide proof of insurance to the business office within 20 days of the decision to decline coverage in order to receive this sum. In order to continue to receive this payment in future years, the employee must inform the Board of his/her decision to decline insurance coverage each year during an open enrollment period.

(b) Employees who did not elect to be covered under this hospitalization and medical service plan during the first 20 days of their employment and who subsequently decide to participate, can be covered only at the next open enrollment period, unless a life-changing event, as defined by Section 125 of the Internal Revenue Code, occurs.

(c) The insurance coverage shall terminate at the end of the policy month in which the employee's active employment with the Employer ends.

(d) To be eligible, an employee, other than a full-time employee, must be scheduled to work on a regular part-time basis of 20 or more hours per week.

(e) Employees on an unpaid leave or other temporary absence may continue coverage by paying the premiums during the term of such unpaid leave or temporary absence.

2. <u>FAMILY DENTAL -</u>

Dental Plan – Personnel covered under this plan will receive the same benefits as outlined in the Collective Bargaining Unit Agreement with BLaSTEA. If the benefit is not offered to BLaSTEA, it will not be offered under this plan.

3. <u>GROUP LIFE INSURANCE -</u>

Policy in the amount equivalent to salary times 1.5 (to the nearest $1,000). For personnel covered under this agreement retiring under the PA Public School Employees Retirement System, the IU shall continue to pay the premium cost of the life insurance policy in the amount of insurance in force at the time of retirement for a period of five years after his/her effective date of retirement or until age 70 is attained, whichever occurs first. Personnel who do not qualify for retirement under the PA Public School Employees Retirement System for any reason will not qualify for this benefit.

4. **RETIREMENT SEVERANCE BENEFIT -**

$1,000 for every five (5) years of service to I.U. #17 to a maximum benefit of $3,000. Personnel who do not qualify for retirement under the PA Public School Employees Retirement System for any reason will not qualify for this benefit.

5. **EDUCATIONAL IMPROVEMENT/PROFESSIONAL DEVELOPMENT PLAN -**

Personnel covered under this plan who continue approved college or university credits shall be subsidized at a rate not to exceed the Penn State University graduate rate per credit or the actual tuition amount, whichever is less. The IU will reimburse eligible personnel for a maximum of 12 credits per calendar year. The University tuition bill must be presented to the Intermediate Unit #17 Business Office with a copy of the Executive Director's course approval. The Intermediate Unit will then submit tuition payment directly to the employee. Should the employee pay the tuition of an approved course, the Intermediate Unit will reimburse the employee upon presentation of the paid tuition receipt. Credits completed in accordance with this policy which exceed 12 credits in a calendar year shall be paid in the following year. The employee must remain in the employ of Intermediate Unit #17 for one (1) semester after completion of the course. In the event that an employee does not remain for one (1) semester, the cost of tuition which has been reimbursed will be deducted from the employee's final check.

6. **INCOME PROTECTION PLAN -**

Payment for the cost of an income protection plan shall be provided by the IU. Waiting period shall model the income protection plan offered to BLaSTEA members.

7. **SICK LEAVE -**

10 Days for 185 Work Days;
11 Days for 195-214 Work Days;
12 Days for 215 or More Work Days.

8. **TRAVEL EXPENSES -**

The rate of reimbursement for travel expenses shall be the lessor of the Internal Revenue Service approved mileage rate or the General Services Administration rate.

Personnel covered by this agreement shall be assigned to a home base which is defined as that office to which the employee is regularly assigned.

Mileage shall be calculated and reimburse from each Employee's home base to the Employee's first place of assignment. Following the first place of assignment, mileage will be paid for driving to each subsequent assignment until returning to the home base or the last work location.

9. HOSPITALIZATION/MEDICAL SERVICES PLAN - RETIRED EMPLOYEES -

For personnel who have provided a minimum of fifteen (15) years' service to the IU as an administrator/supervisor or ten (10) years' service to the IU as an administrator/supervisor with a total of 30 years of total employment in the public schools, the IU shall pay the full amount not to exceed the current premium rate of the PPO-E Plan for the individual administrator/supervisor only to provide hospitalization, medical-surgical, and major medical insurance. This benefit will be provided for personnel retiring under the PA Public School Employees Retirement System before reaching eligibility for Medicare/or Medicaid. Retired persons covered by this plan may, at their option, include spousal coverage/participation in the IU's group plan at their own expense until such time as the spouse reaches eligibility for Medicare and/or Medicaid. Payments shall be made at quarterly intervals, one quarter in advance. The retiree, if eligible, shall pay to the IU the maximum amount of monthly premium assistance provided by the PA School Employees' Retirement System (PSERS) toward the cost of the retiree's basic health coverage. The schedule of such payments by the retiree to the IU shall be arranged prior to separation of service by the IU Business Manager. Personnel who do not qualify for retirement under the PA Public School Employees Retirement System for any reason will not qualify for this benefit.

10. VACATION LEAVE -

I. Leave of absence for purpose of vacation for twelve month employees covered by this agreement shall be twenty (20) working days. All requested vacation leave must be approved by the employee's immediate supervisor.

II. Employees covered by this agreement working less than a twelve month contract shall be entitled to five (5) vacation days.

III. To qualify for vacation leave, an employee covered by this agreement shall have been an employee on July 1, of the preceding year; provided, however, that less than one year of service , if such service began prior to January 1, shall merit vacation in proportion to time employed.

IV. Unused vacation leave due to an administrator/supervisor shall be cumulative from year to year in the IU, up to a maximum of twenty-five (25) days, exclusive of any current year's credit; provided, however, that no more than five (5) such carryover vacation days may be used in any one work year, except with prior written approval of the Executive Director.

V. Eligible personnel whose employment terminates (or the employee's estate in the event of death) shall receive all vacation time, current year's credit as well as carryover time not to exceed a twenty-five (25) day carryover maximum, to which the employee is entitled at the time of termination. Such entitlement shall include a prorated vacation for the fiscal year in which employment terminates.

11. **PERSONAL LEAVE -**

The IU shall provide paid leave up to a maximum of three (3) days per year for employees covered by this agreement who may be required to be absent from work for personal reasons. Personal leave may accumulate year-to-year up to three days (exclusive of the current year's credit) and no compensation for unused personal leave will be paid upon termination of employment.

12. **INDIVIDUAL ANNUITY ACCOUNTS -**

Employees covered by this agreement participating in 403(b) tax sheltered annuities will have 100% of their contribution matched by the IU up to 3% of the employee's salary. Upon termination from employment, the value of all unused vacation leave, benefits and any other incentives may be contributed as an employer contribution by the IU into the employee's Section 403(b) tax sheltered account up to the amount permissible by law. Any amounts in excess of the shelter limit will be contributed in subsequent tax years up to the amount permissible by law, payable on the first business day of the new tax year.

13. **INDEMNITY -**

The IU agrees that it shall defend, hold harmless and indemnify administrators/ supervisors from any and all demands, claims, suits, actions and legal proceedings brought against the administrator/supervisor in their individual capacity or official capacity as agent and employee of the IU, provided the incident arose while the administrator/ supervisor was acting within the scope of their employment and excluding criminal litigation. The Board shall provide public liability insurance for the administrator/ supervisor to cover legal expenses in defense of claims and payment of judgments resulting from his/her functioning as an IU administrator/supervisor.