

**ERIE COUNTY TECHNICAL SCHOOL
ADMINISTRATIVE STAFF COMPENSATION PLAN**

BUSINESS MANAGER

EFFECTIVE JULY 1, 2004

Approved: June 24, 2004

I. POSITION COVERED

Business Manager

II. BENEFITS

A. Vacation

Business Manager hired before July 1, 2001 will receive 20 days paid vacation each fiscal year. Their use will be subject to the Director's approval. Any newly hired Business Manager will earn vacation days at the rate of 1.66 days per month until July 1, when they will receive 20 days for the coming year. The Operating Committee agrees to annually compensate Business Manager for up to five (5) days of unused vacation at the Business Manager's per-diem rate.

Business Manager hired after July 1, 2001 will earn vacation days at the rate of .83 day per month until July 1 of the next year. The Business Manager will receive 10 days paid vacation in each of the next two full years of service, 15 paid vacation days in the third and fourth years of service, and 20 days paid vacation in the following years of service. Experienced Business Managers may receive additional vacation days as negotiated at time of hire, not to exceed 20 days per year.

B. Holidays

The Committee grants the Business Manager twelve (12) paid holidays during each year: Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King's Birthday, Good Friday, Day after Easter, and Memorial Day.

C. Sick Leave

Business Manager will receive twelve (12) sick days per fiscal year to use when the administrator is unable to work due to illness and/or injury. Unused sick days will accumulate from year to year. Business Manager can use five (5) of the sick days each year for absences caused by an illness or injury of a spouse, child, or parent.

D. Personal Days

The Committee grants Business Manager four (4) personal leave days each year to attend to personal matters. Up to three (3) unused days will convert into unused sick leave days after July 1 of the following year and will accumulate from year to year.

E. Life Insurance

Business Manager shall receive a group term life insurance policy containing accidental death and dismemberment benefits, in an amount equal to two-times the Business Manager's annual salary, rounded up to the nearest thousand.

F. Long-Term Disability Insurance

Business Manager shall receive a group, long-term disability insurance policy equal to two-thirds (2/3) of salary to a maximum benefit of ~~\$4,000~~ **\$5,000** per month until reaching the Social Security normal retirement age as stated in the current Social Security Act and as stated in the Fortis insurance certificate.

G. Medical and Health Benefits

The Committee will provide to Business Manager a group plan for hospitalization, surgical, major medical, dental, vision, prescription, including family and eligible dependents coverage equal to that provided to other professional employees.

H. Wellness Program

The Operating Committee will provide a \$250 allowance annually to promote health and wellness. Requests for the allowance will be subject to the Director's approval.

I. Professional Development

Full tuition reimbursement for satisfactory completion of up to nine (9) credits per year for graduate or undergraduate courses of study directly related to the Business Manager's duties and pre-approved by the Director. Reimbursement rates will be equal to the current tuition rates at Edinboro University of Pennsylvania for undergraduate and graduate courses.

J. Other Fringe Benefits

Business Manager shall receive all other fringe benefits granted to professional employees, or any other employee group, including, but not limited to: travel allowance, special clothing, bereavement leave, family leave, parental/child-rearing leave, and disability leave, benefits available to employees reduced from full-time to half-time employment, opportunity to participation in group insurance plans beyond employment.

K. Retirement Compensation

Business Manager is eligible for this benefit when they are approved for retirement by the Pennsylvania School Employees' Retirement System and attain at least five (5) years of service in the Erie County Technical School system. The Business Manager shall notify the AVTS Operating Committee by December 1 of the intention to retire at the end of the school year (unless PSERS offers an "early-bird" retirement, which is usually announced in February or March). The Business Manager can select a cash payout or insurance purchase option, or some combination thereof computed on the unused sick leave. The benefit will be calculated at \$55.00 per unused sick day at date of retirement to a maximum benefit amount of \$14,000. Business Manager hired from other school districts, after July 1, 2001, may only transfer 25 accumulated sick leave days toward this retirement compensation.

III. COMPENSATION

Based on Administrative Performance Appraisal Program as attached.

Rating Scale with Percentage Salary Increase for

Business Manager annual salary increase effective Junly 1, 2005

<u>Rating</u>	<u>Score Range</u>	<u>% increase</u>
Outstanding	46-50 points	4.25%
Very Good	40-45 points	4.00%
Good	36-49 points	3.75%
Satisfactory	30-35 points	3.00%
Needs Improvement	00-29 points	.00

Erie County Technical School
Administrators' Assessment Guidelines

Rating Scale

The proficiency assessment incorporates essential managerial responsibilities. The assessment corresponds with each position's job description. The proficiencies are rated on a scale of zero (0) to five (5).

Rating Scale

Outstanding	5 points
Very Good	4 points
Good	3 points
Satisfactory	2 points
Needs Improvement	1 point
Unsatisfactory	0 points

The maximum score possible for the assessment is 50 points. Each category counts for five (5) points except the last category, Team Dynamics, which accounts for 15 points.

Time Frame

The Business Manager will receive two assessments each year. The first assessment will occur in January. This assessment will serve as a benchmark of the Business Manager's job performance during the year. This review will allow for corrective action where deficiencies may be noted. The second assessment will occur in June. The Director will use this assessment to provide feedback on the Business Manager's performance over the year and to calculate the Business Manager's compensation.

Process

The Business Manager will conduct a self-assessment using their evaluation instrument. After reviewing the Business Manager's performance, the Director will meet with the Business Manager to discuss the self-assessment along with the Director's assessment.