ERIE COUNTY TECHNICAL SCHOOL
ADMINISTRATIVE STAFF COMPENSATION PLAN
~~EFFECTIVE JULY 1, 2003 through JUNE 30, 2004~~

EFFECTIVE JULY 1, 2006

Draft- with changes noted

I. POSITIONS COVERED

Tier I Administrator- 260 day employees

1. High School Principal
2. Information & Technology Manager
3. Facilities Manager
4. Coordinator for Quality and Human Resources

Tier II Administrator- less than 260 day employees

5. **Supervisor of Instructional Support Services – 210 days**
6. Regional Career and Technical Center –RCTC Manager- 210 days
7. New Choices/New Options Manager- 210 days
8. New Choices/New Options Supervisor – 204 days
9. Food Service Manager- 182 days

II. BENEFITS

A. Vacation

Tier I: Administrators 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 administrator 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 administrators for up to five (5) days of unused vacation at the administrator's per-diem rate.

Administrators hired after July 1, 2001 will earn vacation days at the rate of .83 day per month until July 1 of the next year. They 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 administrators may receive additional vacation days as negotiated at time of hire, not to exceed 20 days per year.

Tier II: no vacation benefits

B. Holidays

Tier I: The Committee grants the Administrators 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.

Tier II: no paid holidays

C. **Sick Leave**

Tier I: Administrators 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. Each administrator can use five (5) of the sick days each year for absences caused by an illness or injury of a spouse, child, or parent of the administrator.

Tier II: Administrators will receive ten (10) 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. Each administrator can use five (5) of the sick days each year for absences caused by an illness or injury of a spouse, child, or parent of the administrator.

D. **Personal Days**

Tier I: The Committee grants each administrator 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.

Tier II: The Committee grants each administrator three (3) 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**

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

~~Tier II: Administrators shall receive a group term life insurance policy containing accidental death and dismemberment benefits, in an amount of $50,000.~~

F. **Long-Term Disability Insurance**

~~Tier I:~~ Administrators shall receive a group, long-term disability insurance policy equal to two-thirds (2/3) of their salary to a maximum benefit of ~~$4,000~~ **$5,000** per month until the disabled person reaches the Social Security normal retirement age as stated in the current Social Security Act and as stated in the ~~Fortis insurance~~ **insurance provider** certificate.

~~Tier II: Administrators shall receive a group, long-term disability insurance policy equal to two-thirds (2/3) of their salary to a maximum benefit of $3,000 per month until the disabled person reaches 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 all administrators 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 administrator'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**

Administrators 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**

An administrator 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 administrator shall notify the AVTS Operating Committee by December 1 if they intend to retire at the end of the school year (unless PSERS offers an "early-bird" retirement, which is usually announced in February or March). They 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. Administrators 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

Administrator annual salary increases effective July 1, 2006

Rating	Score Range	% increase
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

Each administrator will receive two assessments each year. The first assessment will occur in January. This assessment will serve as a benchmark of the administrator'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 administrator's performance over the year and to calculate the administrator's compensation.

Process

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