



PROPOSED AGENDA ITEM

MEETING DATE: June 27, 2013

SUBJECT: Business Manager Benefit and Compensation Plan

SUBMITTED BY: Marcia Jones

DESCRIPTION:

The Business Manager Benefit and Compensation Plan attached is the same as the Act 93 Administrative Staff Benefit and Compensation Plan approved by the JOC on February 28, 2013. This plan covers the 2013-2014 school year and the compensation reflects a three (3) percent increase.

RECOMMENDATION:

Motion to approve the Business Manager Benefit and Compensation Plan effective July 1, 2013 through June 30, 2014

**ERIE COUNTY TECHNICAL SCHOOL
BUSINESS MANAGER
BENEFIT AND COMPENSATION PLAN
EFFECTIVE: JULY 1, 2013 – JUNE 30, 2014**

A. ON-DUTY COMPENSABLE WORK DAYS PER YEAR

1. Two-hundred and twenty eight (228) on-duty compensable days per year

B. BENEFITS

1. Holidays - twelve (12) scheduled non-duty days during each year:

Independence Day	New Year's Eve
Labor Day	New Year's Day
Thanksgiving	Martin Luther King Birthday
Day after Thanksgiving	Good Friday
Christmas Eve	Day after Easter
Christmas Day	Memorial Day

2. Sick Leave

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

3. Personal Days

- a) The Business Manager will receive four (4) personal days
- a) 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.

4. Life Insurance

- a) The 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.

5. Long-Term Disability Insurance

- a) The Business Manager shall receive a group, long-term disability insurance policy equal to two-thirds (2/3) of annual salary to a maximum schedule benefit of \$6,000 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 insurance provider certificate.

6. Medical and Health Benefits

- a) The Business Manager will be covered by a group plan for hospitalization, surgical, major medical, dental, vision, prescription, including family and eligible dependents coverage at least equal to that provided to other employees
- b) At the Business Manager's normal Medicare age (if still employed full-time) the Business Manager will go on Medicare and the Committee will subsidize the supplemental insurance for the Business Manager and any dependents until the Business Manager's full-time retirement
- c) A bi-weekly premium contribution co-pay as a payroll deduction shall be initiated July 1, 2012 and will be the following (under a flexible spending account (FSA) authorized by Section 125 of the Internal Revenue Code):
 - 1) Single only enrolled: \$6 per pay (\$156 per year)
 - 2) Two or more enrolled: \$12 per pay (\$312 per year)

7. Wellness Program

- a) The Committee will provide a dollar for dollar match up to a total of \$200 for Wellness programs approved by the Director.

8. Professional Development

- a) The Business Manager is eligible to receive 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
- b) Reimbursement rates will be equal to the current tuition rate at Edinboro University of Pennsylvania for graduate or undergraduate courses
- c) Reimbursement will only be final grades of "B" (3 of a 4 point system) or better
- d) If the Business Manager resigns within three (3) years of any course completion the Business Manager will be required to reimburse ECTS for all tuitions paid within that three (3) year period. The Business Manager retiring is not subject to this reimbursement requirement.

9. Other Benefits

- a) The Business Manager shall receive all other fringe benefits granted to professional employees, or any other employee group, including, but not limited to:

Travel allowance	Family leave
Special clothing	Disability leave
Bereavement leave	Parental/child rearing leave
Opportunities to participate in group insurance plans beyond employment	Benefits available to employees reduced from full-time to half-time employment

C. Retirement Compensation

- a) The Business Manager is eligible for a retirement compensation benefit when eligible for retirement by the Public School Employees' Retirement System and having at least five (5) years of service in the Erie County Technical School system.
- b) The benefit will be calculated at \$100 per unused accumulated sick day at date of retirement to a maximum of 250 days.
- c) The Business Manager shall notify the Joint Operating Committee in writing prior to ninety (90) days of the effective retirement date in order to qualify for payment of this benefit to be processed upon retirement. For Business manager giving less than ninety (90) days notice the benefit payment will be paid, but at the discretion of the Joint Operating Committee the payment may be delayed up to one year from the date of retirement.
- d) The payment of the retirement compensation benefit shall be paid as a non-elective employer contribution into a 403(b) retirement plan for each eligible retiree
 - 1) The retiree must accept the payment directly into the employer 403(b) plan
 - a. There is no cash option available
 - b. All 403(b) accounts will be exclusively provided through the Plan Administrator of the Erie County Technical School 403(b) plan
- e) The retiree may elect to purchase medical, prescription, dental, and vision plan coverage for themselves and dependents until becoming eligible for Medicare

D. COMPENSATION

- 1. The Business Manager will receive a salary increase of three (3) percent for the 2013-2014 school year

E. EFFECTIVE DATE AND TERM OF AGREEMENT

- 1. This plan is effective July 1, 2013 to June 30, 2014

Erie County Technical School
Business Manager Assessment Guidelines

Rating Scale

Rating	Score Range
Outstanding	37.01 – 50.00
Very Good	24.01 – 37.00
Good	11.01 - 24.00
Unsatisfactory	00.00 - 11.00

Rating Scale

- a) The proficiency assessment incorporates essential managerial responsibilities.
- b) The assessment corresponds with each position's job description.
- c) The proficiencies are rated on a scale of zero (0.00) to five (5.00) (with fractions).
- d) The maximum score possible for the assessment is 50 points.

Time Frame

- a) The Business Manager will receive three performance review check-ups during each year which will allow for corrective action where deficiencies may be noted.
- b) A final annual assessment will occur in June.
- c) The Director will use this assessment to provide feedback on the Business Manager's performance over the year.

Process

- a) The Business Manager will conduct a self-assessment using their evaluation instrument.
- b) 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.