

**BUSINESS MANAGER
BENEFIT AND COMPENSATION PLAN
EFFECTIVE: JULY 1, 2017 to JUNE 30, 2020**

A. POSITION COVERED

Business Manager – 228 days

B. ON-DUTY COMPENSABLE WORK DAYS PER YEAR

Required duty workdays per year will be according to the position job description

C. BENEFITS

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

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

2. Sick Leave

- a) The Business Manager's position is a two-hundred-and-twenty-eight (228) duty day position which 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
- b) Unused sick days will accumulate from year to year

The 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 of the Business Manager

3. Personal Days

- a) As a two-hundred-and-twenty-eight (228) duty day position, the Business Manager will receive four (4) personal days
- b) 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

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

The Business Manager shall receive a group, long-term disability insurance policy equal to two-thirds (2/3) of their 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 Committee will provide the Business Manager with 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
- 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 administrator 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, 2017 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)

**If the professional unit premium payment exceeds; the Business Manager will contribute equal to that amount for the length of this contract.

7. Wellness Program

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. A Business Manager retiring is not subject to this reimbursement requirement.

9. Other Benefits

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

- a) Travel allowance
- b) Family leave
- c) Special clothing
- d) Disability leave
- e) Bereavement leave
- f) Parental/child rearing leave
- g) Opportunities to participate in group insurance plans beyond employment
- h) Benefits available to employees reduced from full-time to half-time employment

D. Retirement Compensation

1. 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.
2. The benefit will be calculated at \$125 per unused, accumulated sick day, at date of retirement to a maximum of 275 days.
3. The Business Manager shall notify the Joint Operating Committee in writing prior to 90 days of the effective retirement date in order to qualify for payment of this benefit to be paid at retirement. For a Business Manager who tenders less than ninety (90) days notice to the Joint Operating Committee, the benefit payment will be paid, but at the discretion of the Joint Operating Committee and the payment may be delayed up to one year from the date of retirement
4. 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. 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
5. The retiree may elect to purchase medical, prescription, dental, and vision plan coverage for themselves and dependents until becoming eligible for Medicare

E. COMPENSATION

The Business Manager will receive a salary increase:

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|----|-----------|-------|
| 1) | 2017-2018 | 2.75% |
| 2) | 2018-2019 | 2.75% |
| 3) | 2019-2020 | 2.75% |

F. EFFECTIVE DATE AND TERM OF AGREEMENT

This plan is effective July 1, 2017 to June 30, 2020.