ADMINISTRATIVE STAFF
BENEFIT AND COMPENSATION PLAN
EFFECTIVE: JULY 1, 2021 to JUNE 30, 2024

A. POSITIONS COVERED

1. High School Principal (228 Day Administrator)
2. Information & Technology Manager (228 Day Administrator)
3. Facilities Manager (228 Day Administrator)
4. Supervisor of Instructional Support Services and Curriculum Coordinator (210 Day Administrator)
5. Supervisor of Special Education (210 Day Administrator)

B. ON-DUTY COMPENSABLE WORK DAYS PER YEAR

Required duty days per year will be according to the appropriate position job description.

C. 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) Two-hundred-and–ten (210) duty day administrators will receive eleven (11) sick days per fiscal year to use when the administrator is unable to be on-duty due to illness and/or injury;

   b) Two-hundred-and–twenty-eight (228) duty day administrators will receive twelve (12) sick days per fiscal year to use when the administrator is unable to be on-duty due to illness and/or injury;

   c) Unused sick days will accumulate from year to year;

   e) 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.

3. Personal Days

   a) Two-hundred-and–ten (210) day administrator schedule will receive three (3) personal days.

   b) Two-hundred-and–twenty-eight (228) day administrator schedule will receive four (4) personal days.

   c) 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

   Full-time 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.

5. Long-Term Disability Insurance

Full-time administrators 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 all full-time administrators 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 administrator's normal Medicare age, (if still employed full-time) the administrator may go on Medicare, in which case the Committee will subsidize the supplemental insurance for the administrator and any dependents until the administrator's full-time retirement;

c) A bi-weekly premium contribution co-pay as a payroll deduction shall be initiated July 1 of each year and will be the following (under a flexible spending account (FSA) authorized by Section 125 of the Internal Revenue Code):

1) Single only enrolled: $9 per pay ($234 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) Administrators are 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 administrator'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 administrator resigns within one (1) year of any course completion that administrator will be required to reimburse ECTS for all tuitions paid within that one-year period. An administrator retiring is not subject to this reimbursement requirement.

9. Other Benefits

a) Administrators 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

D. COMPENSATION for UNUSED SICK TIME

a) An administrator is eligible for benefit compensation when eligible for retirement by the Public School Employees' Retirement System or having at least five (5) years of administrative service in the Erie County Technical School system.

b) The benefit will be calculated at $125 per day for all unused accumulated sick days for any administrator with 10 years or less of administrative service at the Erie County Technical School; $150 per day for all unused accumulated sick days for any administrator with 10 years or more of administrative service at the Erie County Technical School.

c) The Administrator shall notify the Joint Operating Committee in writing ninety (90) days prior to the last day of employment to receive this benefit payment in the current fiscal year.
For those administrators giving less than ninety (90) days' notice, the benefit payment will be paid, but may be delayed up to one year at the discretion of the Joint Operating Committee.

d) The payment of the accrued unused sick time shall be paid as a non-elective employer contribution into a 403(b) retirement plan for each eligible Administrator. The Administrator must accept the payment directly into the employer 403(b) plan:
   1) There is no cash option available
   2) All 403(b) accounts will be exclusively provided through the Plan Administrator of the Erie County Technical School 403(b) plan.

OR

The employer shall make a non-elective contribution to the eligible employee's health reimbursement account ("HRA") upon their retirement in the calculated benefit reimbursement amount for the unused sick leave days.

Employees may use their HRA for reimbursement of the medical expenses qualified under the Section 213(d) of the Internal Revenue Code of 1986, as amended, incurred by the employee, employee's spouse, and the employee's dependents. Upon death of an eligible employee, the spouse and/or dependents of the individual can continue to use the HRA for reimbursement of eligible medical expenses to the extent permitted by applicable law.

An irrevocable election of the value of the number of unused sick days may be allocated either, between the employer's 403b plan or the sponsored HRA plan, provided however, that in no event may the value of the unused sick days be paid to employee in cash.

e) Upon the employee's retirement or resignation, the administrator may elect to continue medical, prescription, dental, and/or vision plan coverage for themselves and dependents until becoming eligible for Medicare.

E. COMPENSATION

Each administrator will receive the greater of either:

a) Equal increase of the negotiated Professional Unit contracted percentage rate;

OR

b) Salary Schedule:
   1. 2021-2022 2.75%
   2. 2022-2023 2.80%
   3. 2023-2024 2.85%

F. EFFECTIVE DATE AND TERM OF AGREEMENT

This plan is effective July 1, 2021 to June 30, 2024.