

**BUSINESS MANAGER and ADMINISTRATIVE SERVICES-HUMAN RESOURCES  
BENEFIT AND COMPENSATION PLAN  
EFFECTIVE: JULY 1, 2021 – JUNE 30, 2024**

**A. POSITIONS COVERED**

1. Business Manager (228 Day Administrator)
2. Administrative Service-Human Resources (228 Day Administrator)

**B. ON-DUTY COMPENSABLE WORK DAYS PER YEAR**

Required duty workdays 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) The Business Manager and Administrative Service-Human Resources positions are two-hundred-and-twenty-eight (228) duty days and 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;

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

c) The Business Manager and Administrative Service-Human Resource positions 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) The Business Manager and Administrative Service-Human Resources positions 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 and Administrative Service-Human Resources positions 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

The Business Manager and Administrative Service-Human Resources positions 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 (1) 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 compensation of unused sick time 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) The Administrator may elect to continue medical, prescription, dental, and vision plan coverage for themselves and dependents until becoming eligible for Medicare.

#### **E. COMPENSATION**

The Business Manager and Administrative Service-Human Resources positions 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**

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