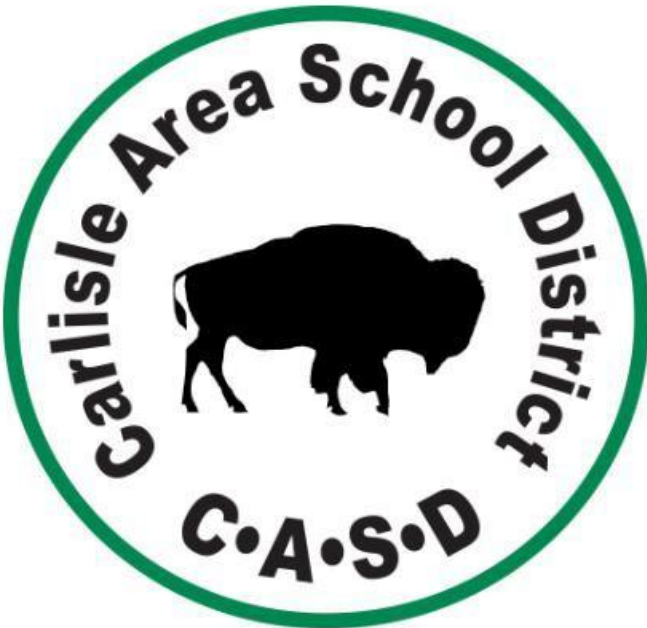


ADMINISTRATIVE COMPENSATION PLAN

CARLISLE AREA SCHOOL DISTRICT
Carlisle, Pennsylvania



July 2022-June 2025

Board Approved
May 12, 2022

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PERSONNEL INCLUDED IN THE COMPENSATION PLAN

Assistant Directors of Student Services

Assistant Principals

Associate Principals

Business Manager

Director of Athletics and Program Chair, Health, PE, & Safety Education

Director of Center for Careers & Technology

Director of Digital Learning

Director of Education

Director of Facilities

Director of Operations

Director of Student Services

Principals

Program Supervisors

Reading Supervisor (K-12)

LEADERSHIP TEAM STATEMENT

The Leadership Team of the District refers to administrators and supervisors who are included in this compensation plan.

The Leadership Team of the District works in partnership with the Superintendent and the Elected Board of Directors to promote our district's vision, mission, and goals. These goals include, but are not limited to:

- Maximizing students' academic achievement
- Continuously building and strengthening community relations
- Maintaining a high standard of financial stewardship

In order to support and advance the district's vision, mission and goals, the Leadership Team is committed to a focused decision-making process that includes collaborative professional relationships guided by the highest possible professional and ethical standards.

ADMINISTRATIVE MEET-AND-DISCUSS COMMITTEE

A Meet-And-Discuss Committee comprised of Leadership Team members will meet with the Superintendent and the Elected Board of Directors, as necessary, to consult and make recommendations on matters related to the compensation plan. Meetings will be held well in advance of the compensation plan's expiration date and at a time and place as agreed upon between the committee, the Superintendent, and the Elected Board of Directors. An agenda for each meeting will be prepared by the Superintendent and the committee for distribution prior to the meeting. A written summary of all committee meetings will be maintained. The meeting notes shall be distributed to all parties.

CONDITIONS OF EMPLOYMENT

EDUCATION/CERTIFICATION

Refer to requirements as outlined by the Pennsylvania Department of Education.

PROFESSIONAL DEVELOPMENT

Refer to requirements as outlined by the Pennsylvania Department of Education and the District.

CLEARANCES

Refer to requirements as outlined by the Pennsylvania Department of Education.

CELL PHONE

Each administrator, when hired, is required to have a smart phone, paid at his/her own expense, and to provide that phone number to the district to be used as the primary communication as part of his/her administrative role in the school district. Administrators are expected to be available by phone or text messages outside of regular work hours.

PERFORMANCE REVIEW SYSTEM

Administrators will have a pre-conference with their direct supervisor and, in some cases, additional central office administrators during the 1st quarter of each calendar year. At this meeting, action items for the year that are aligned to the district goals will be discussed.

Throughout the school year, administrators will complete the “Administrative Evaluation” form to include evidence within the four domains of: Domain 1 – Strategic/Cultural Leadership, Domain 2 – Systems Leadership, Domain 3 – Leadership in Learning, Domain 4 – Professional and Community Leadership.

A mid-year year meeting will be held between the administrators and their direct supervisor(s).

Administrators will have a post-conference with their direct supervisor(s) to discuss the year and review final ratings within each domain. This meeting will occur at the end of the calendar year, or beginning of the next year.

SALARY

DETERMINATION OF SALARY INCREASES

Salary increases for the administrative staff will be negotiated with the school board. A flat percentage rate for each school year covered by the contract will be agreed upon and provided to each administrator.

2022-2023 – 3.15%

2023-2024 – 3.1%

2024-2025 – 3.1%

PERFORMANCE-BASED SALARY ADJUSTMENTS

A variety of performance-based salary adjustments can be made by the superintendent.

Probationary Period: All administrators new to an administrative position in the district, regardless of previous administrative experience, will be assigned a probationary period of two years. At the end of this period, their performance review will specifically address the need to adjust salary up to a maximum of \$3,000 per person. Such adjustments will be made with the clear intent to demonstrate the district's interest in encouraging the administrator to pursue his/her career goals within the district.

Performance Supplements: The Superintendent has the discretion to award performance supplements to an administrator regardless of their length of employment within the District. Such supplements can be awarded at any time and may or may not be factored into annual salaries and are not to exceed a total expenditure of \$15,000 to be dispersed across all levels. This \$15,000 does not include the probationary adjustments which may be awarded at the end of the two-year probationary period for administrators new to the district. Performance Supplements are granted to administrators for a variety of reasons. Examples include: earning a distinguished rating, assuming additional responsibilities beyond their assigned role, etc.

Salary Adjustments/Ratings: Each administrator/supervisor will undergo an annual performance review which will include a formal rating based on the position held. Individual performance reviews may be staggered throughout the year. Formal ratings may be given in compliance with the Pennsylvania School Code Section 24 PS 11-1123 for professional employees.

At the Superintendent's discretion the performance review will take place before a committee and/or the administrator's direct supervisor. This review will be based on specific job description for the position held. Upon completion of the review, the Superintendent has discretion to adjust the administrator's salary and/or provide a monetary supplement which does not become part of a salary. (See *Performance Supplements* above.)

Negative rating will cause salary to be adjusted as follows:

- a. Reduce base by .2 for each unsatisfactory domain rating.
- b. Freeze salary (no increase) for an overall rating of unsatisfactory.

PAID EXTRA DUTIES

District administrators earn additional pay for the coverage/supervision of certain athletic events. This schedule is developed by the assistant superintendent.

Paid Extra Duties include Varsity Home Football and Varsity Boys' Basketball games. The District requires extra supervision for the purpose of crowd control, to include de-escalation techniques when needed to ensure safety and security. There is representation from elementary and secondary levels but the majority of support is at the secondary level. Additional administrative support may be added due to high contest games such as rival sporting events.

HEALTH BENEFITS

MEDICAL CARE

All employees covered under this compensation plan have the right to enroll themselves and all eligible dependents in the medical insurance plan offered by the District, a Qualified High Deductible PPO Healthcare Plan with a Health Savings Account option. A prescription insurance plan is offered in conjunction with the medical insurance plan. Health Savings Accounts can be opened at either Orrstown Bank or Members 1st Federal Credit Union and account numbers need to be turned into the Benefits Coordinator for an employer contribution to be made to the health savings account.

The District annually will determine the monthly premium costs for each plan. The administrator is responsible to pay 8% of the premium cost through payroll deduction.

A married couple both employed by the District only are eligible to enroll in one District medical and prescription insurance plan.

Financial Incentives for Medical and Prescription Insurance:

- Administrators that opt-out of medical and prescription insurance coverage for all eligible dependents receive an annual incentive of \$1,500. Administrators that opt-out of medical and prescription insurance coverage for themselves and all eligible dependents receive an annual incentive of \$3,000. In order to qualify for the opt-out incentive the administrator must provide proof of other acceptable medical insurance coverage. Administrators that choose to opt-out of medical and prescription insurance coverage can only add back the coverage at the next open enrollment period, or because of qualifying “change of status” events as defined by law.

Wellness Program

- The District will contribute 75% of the insurance plan deductible into the administrator’s Health Savings Account for those who completed the Wellness Program, and 50% of the deductible for those who have not completed the Wellness Program.
- The Wellness Program consists of two parts, both of which are required to be completed and documented on an annual basis in order to receive the additional contribution; (1) online personal profile/health risk assessment (the District does not have access to or is provided the results of the assessment), and (2) annual medical physical (the results are not provided to the District). Details on the completion and documentation of the components will be provided during the annual open enrollment period. Note: Spouses enrolled in the District health plan are also required to complete and submit documentation for both components in order for the additional contribution to be paid for family coverage. Instructions and forms are located on the Intranet.

Spousal Exclusion Clause

The District will make medical benefits available to spouses of administrators in limited circumstances; an affidavit must be filed with the District for all administrators who are requesting that their spouse remain on the District medical coverage. The affidavit forms can be found on the Intranet.

Spouses who are Medicare eligible are not eligible for District provided medical insurance coverage.

Spouses who work for and are eligible for medical coverage from any of the following entities will not be eligible for District medical coverage.

- Federal Government, Federal courts, active and retired US military personnel, civilian employees of the US Department of Defense, and Federal government related organizations
- Commonwealth of Pennsylvania or state related organizations
- PA public school districts, PA charter and cyber charter schools, and PA private schools

- PA institutions of higher education, including institutions of the PA State System of Higher Education (PASSHE), PA State related universities, PA community colleges, and PA Private colleges and Universities
- Pennsylvania county governments
- Other governmental and governmental related agencies comparable to those enumerated above outside of PA.

DENTAL

All employees covered under this compensation plan have the right to enroll themselves and all eligible dependents in a dental insurance plan offered by the District.

The District annually will determine the monthly premium cost for the plan. The administrator is responsible to pay 5% of the premium cost through payroll deduction.

A married couple both employed by the District only are eligible to enroll in one District dental insurance plan.

VISION

All employees covered under this compensation plan have the right to enroll themselves and all eligible dependents in a vision insurance plan offered by the District.

The administrator is responsible to pay 100% of the premium cost through payroll deduction.

WELLNESS BENEFITS

ANNUAL PHYSICAL

Administrators will be reimbursed by the employer for an annual physical examination not to exceed \$100 per year.

WELLNESS MEMBERSHIP REIMBURSEMENT

Each member shall receive reimbursement up to \$250 per year upon proof of payment for membership in a gym, fitness center or a fitness or wellness app or online membership. Note: reimbursement is for employee only.

EMPLOYEE ASSISTANCE PROGRAM

The employer shall offer an Employee Assistance Program which will provide the employee the opportunity for confidential, professional assistance for personal problems affecting job performance. See Benefits Coordinator for specific details.

LIFE INSURANCE

The employer shall pay the premium cost of individual term life insurance coverage for each administrator under a group life insurance program selected by the employer whereby each administrator shall be entitled to death benefits in the amount of \$150,000. This coverage is for the duration of employment and is not transferable upon resignation or retirement. The value of coverage in excess of \$50,000 is taxable income to the employee subject to Federal Income Tax, Social Security, and Medicare withholding.

LEAVE BENEFITS

VACATION LEAVE

Allocation of Vacation Leave: 12 Month/260 Day Administrators are eligible to receive their allocation of vacation days as follows:

- Hired before July 1, 2012 will receive:
 - 25 vacation days each July 1.
- Hired on or after July 1, 2012 will receive:
 - 20 vacation days each July 1 for the first nine years as a district administrator.
 - 25 vacation days each July 1 beginning in their tenth year.

Prorated Vacation Leave: Administrators hired during the fiscal year other than on July 1 will receive a prorated allocation of vacation leave.

Use and Carry-Over of Vacation Leave: Administrators must adhere to the following vacation leave guidelines:

- Vacation leave may be used at any time during the fiscal year.
- Administrators must use all vacation leave beyond 10 days within the current fiscal year.
- Unused vacation leave in excess of 10 days is forfeited by the administrator.
- Administrators may carry over up to 10 unused vacation leave days from one fiscal year to the next as follows:
 - On July 1, up to 10 unused vacation days may be carried over from the previous fiscal year.
 - On the following January 1:
 - Administrators with 1-9 years of experience may rollover one-half of the up to 10 carried over days into sick days (not to exceed 3 days)
 - Administrators with 10 or more years of experience may rollover one-half of the up to 10 carried over days into sick days (not to exceed 5 days)

Leaving the District: If administrators leave the District before the end of the fiscal year on June 30, then the vacation leave earned is calculated based on the days worked. If, under this circumstance, more vacation time has been used than earned, then the administrators will owe the District for the extra time used. If, under this circumstance, less vacation time has been used than earned, then the administrators will be paid for the time worked.

Administrators Working Fewer Than 260 Days: Administrators working fewer than 260 days are not eligible to receive vacation leave. See “Personal Leave.”

SICK LEAVE

Sick and Off-the-Job Injury: Administrators who use sick leave due to illness or off-the-job injury will continue to receive their wage provided they have available sick leave.

On-the-Job Injury: Administrators who are injured on-the-job may utilize up to five (5) sick days without deduction from their bank of unused sick days provided the employer's Workers Compensation Insurance does not otherwise compensate the administrators. Administrators will continue to receive their regular wage within this five-day period.

Accrual of Sick Leave: Administrators shall accrue sick leave at the rate of one day per month of the administrators' work year.

Unused Sick Leave: Any unused portion of the sick leave may be accumulated from year to year. Accumulated sick leave from other districts for newly hired administrators will be transferred and the amount determined by the Superintendent/designee at the time of hire.

Exhaustion of Sick Leave: Administrators who are absent from work due to illness or injury, and have exhausted their sick leave and have no available sabbatical leave, will retain their employment - without pay or other benefits - for a period of one year subsequent to the use of the administrators' last available sick day.

Family Sick Leave: Administrators may use five (5) sick days annually to assist their immediate family members when they are ill. The Superintendent/designee may extend this leave for extraordinary circumstances.

PERSONAL LEAVE FOR FEWER-THAN-260 DAY ADMINISTRATORS

Use of Personal Leave: Administrators who work fewer than 260 days are entitled to three personal days per year. Leave may be taken at the discretion of their direct supervisor. Unused personal leave may be accumulated to nine (9) days and no more than six (6) days may be used consecutively.

At the end of each school year, an administrator who has accumulated the maximum of nine (9) personal days shall automatically have a maximum of three (3) such personal days transferred and added to the administrator's sick leave days.

EMERGENCY LEAVE

Definition: "Emergency" is defined as an event which is uncontrolled and unplanned by the administrator and which requires the immediate attention of the administrator.

Allotment and Use: Administrators will be entitled to an emergency day whenever needed, with pay, up to two per year. Emergency days should be approved by the Superintendent/designee as soon as the administrator is aware of the emergency.

BEREAVEMENT LEAVE

Immediate Family: Upon the death of an immediate family member, administrators are entitled to five (5) work days of leave with pay. "Immediate family" is defined as the father, mother, brother, sister, son, daughter, spouse, grandchild, son-in-law, daughter-in-law, and parent-in-law of administrators OR a near relative of administrators who resides in the same household as the administrators OR any person with whom the administrators has made their home.

Near Relative: Upon the death of a near relative, administrators are entitled to one (1) work day of leave with pay on the day of the funeral of the near relative. If the funeral is held at a location of 150 miles or more from Carlisle, administrators are entitled to two (2) days of leave with pay. A "near relative" is defined as a cousin, grandfather, grandmother, aunt, uncle, niece, nephew, sister-in-law or brother-in-law of administrators or their spouse.

CHILD-REARING LEAVE

Applying for Child-Rearing Leave: Administrators applying for child-rearing leave must adhere to the following guidelines:

- Administrators may take leave prior to and following the birth OR adoption of a child.
- Administrators must notify the superintendent of their intention to take leave at least sixty (60) days prior to the anticipated leave.
- Such leaves, as are granted, shall expire not later than the commencement of the school year which is at least one year after the effective date of the leave.
- The Administrator shall receive no compensation during child rearing leave of absence.
- If both members of a married couple are employees of the district, just one employee shall be granted leave under this provision.
- The employee shall notify the Superintendent in writing at least sixty (60) days prior to the expiration of said leave of the employee's intention to return to work. On such notice, the employee shall be re-employed in the position vacated or one of a like duty and responsibility for which the administrator is certified.

Use of Sick Leave for Child-Rearing Leave: The Administrator who gave birth may use sick leave under the following guidelines:

- Prior to commencing on unpaid child bearing leave, the Administrator may utilize accrued sick leave, before or after the birth of the child, for the period of the actual disability only, as certified in writing by the employee's physician.
- When two (2) employees of the district are married to each other, just one employee will be granted leave under this provision.
- An employee without the disability/or who did not give birth may be granted up to an additional five (5) days beyond the allotted five (5) family sick days, with approval from the Assistant Superintendent.

JURY DUTY

Use of Leave for Jury Duty: Administrators called for jury duty in a court of record or required under subpoena to give testimony before any judicial or administrative tribunal, except when the administrator is a party, shall be compensated for the difference between the wages the administrator would have received and the amount received for the performance of such obligation.

SABBATICAL LEAVE

Use of Sabbatical Leave: Administrators are eligible for sabbatical leave under the provisions of the Pennsylvania School Code of 1949 amended by Act 66 of 1996. (See Section 24 PS 11-1166, 11-1166.1.)

HOLIDAYS

Holiday Leave: 260-day administrators will receive up to sixteen (16) paid holidays each fiscal year, as follows:

- Independence Day (1)
- Labor Day (1)
- Thanksgiving (3)
- Winter Recess (5)
- Martin Luther King Day (1)
- Famous Americans Day (1)
- Spring Recess (2)
- Memorial Day (1)
- Juneteenth (1)

*Note: Some holidays may be used as weather-related make-up days.

EDUCATION LEAVE

Post-Masters Studies: Administrators enrolled in a post-master's degree program will be eligible for one leave day per semester per course to complete projects and assignments.

Doctoral Studies: Administrators pursuing Doctoral studies should follow the following guidelines:

Definition: This benefit is designed to provide administrators with flexible options to pursue doctoral studies in addition to the traditional after-school/summer studies programs.

Allotment: The district will provide up to two (2) days per month release time during the school year for administrators to attend classes provided that they are formally enrolled in a doctoral program.

Requirements:

- No more than five administrators shall be provided with this option at any one time. The benefit shall be distributed as follows:
 - 1 elementary administrator
 - 1 middle school administrator
 - 1 high school administrator
 - 1 program chair/director
 - 1 other administrative position not identified in the four categories listed above
- The Superintendent will develop reasonable guidelines to determine selection and eligibility for the program. These guidelines can be revised periodically at the discretion of the Superintendent to meet the changing needs of the district but not more than once every three years.
- This option is only good for a two-consecutive-year period per individual and is not repeatable.
- During the period when the administrator is taking day classes, he/she waives the conference benefit for which he/she will receive 4 release days to apply toward the daytime class requirements.
- All additional days of release time will require:
 - Make-up days in the summer for administrators working fewer than 260 days in an assignment identified by the Superintendent.
 - Use of vacation days for 260-day administrators.
 - In addition, personal days not used by the end of the school year can be credited to reduce the number of make-up days used in the summer.
 - In the event that substitutes must be employed to provide for the release time, the administrator must reimburse the district for the cost incurred.

UNPAID LEAVE (AND BENEFITS)

Benefits During Unpaid Leave: Administrators on unpaid leaves of absence may continue to receive the benefits enjoyed by active members of the district by paying the cost of such benefits to the employer in advance.

ADDITIONAL BENEFITS

PROFESSIONAL DEVELOPMENT REIMBURSEMENT

Description: Administrators shall be entitled to attend professional conferences, or participate in another form of professional development as approved by their immediate supervisor on an annual basis (January – December). Each administrator will be assigned a two-year funding cycle. *See appendix A for the rotation. The district will fund attendance as follows:

Year 1 - \$1,500
Year 2 - \$1,000

With approval from their immediate supervisor in advance, administrators may bank their allotted funds during the current year to use the following year for a professional conference or professional development. **This is only for a two-year cycle and cannot be used retroactively.**

EXCESS COVERAGE INSURANCE

Description: The employer shall provide insurance coverage for each administrator, who as a condition of employment, is expected to use a motor vehicle in the course of employment, or who is specifically requested or authorized by a member of the administrative staff to use a personally owned motor vehicle on school business. The excess coverage shall protect the administrator against personal liability arising out of a motor vehicle accident to the limits of \$500,000 each person, \$1,000,000 each occurrence for personal injury, and \$100,000 property damage, provided that such administrator has basic coverage of \$50,000 each person, \$100,000 each occurrence for personal injury and \$10,000 each occurrence for property damage. Those who regularly use a personal automobile for school purposes shall furnish the employer a certificate of such insurance coverage.

FLEXIBLE BENEFITS

Description: Administrators are eligible to participate in a pre- and post-tax voluntary flexible benefits program as described annually during open enrollment. These benefits are offered through Allstate and can be opted into, but not limited to open enrollment.

LONGEVITY SUPPLEMENT

Administrators will receive the following longevity bonuses for their administrative service in the District as noted below. Payment will occur with the last pay of the calendar year in which you are eligible to receive the incentive. These supplemental payments are not retirement covered compensation and will not have retirement contributions withheld when paid to the employee.

10 years - \$1,200
15 years - \$1,800
20 years - \$2,400
25 years - \$3,000
30 years - \$3,600

MILEAGE REIMBURSEMENT

Description: Administrators will be reimbursed for mileage related to their specific work responsibilities at the IRS rate. Mileage forms must be turned in to their immediate supervisor for approval on a monthly basis.

PROFESSIONAL MEMBERSHIPS

Description: The District will pay the administrator's membership in any local, state, and national professional organizations. There will be a limit of up to \$800 per year.

TUITION AND FEE REIMBURSEMENT

Description of Tuition Reimbursement: The administrator is eligible to receive reimbursement of 90% of tuition or the current bargaining unit rate per credit (whichever is greater) for postgraduate work at a recognized educational institution and with prior approval of the Superintendent. In addition, the course or courses must be related to the administrator's position and the field of study of the administrator.

Description of Fee Reimbursement: An administrator may receive up to \$500.00 in reimbursement for educational service fees, to include technology fees, upon proof of payment.

Guidelines:

- No more than 18 credits can be reimbursed during any school year.
- All tuition and fees must be paid for in advance by the administrator.
- If the administrator leaves the school district the year following completion of a course or courses, he/she must repay 100% of the tuition charges.
- If the administrator leaves the school district during the second year following the completion of a course or courses, he/she must repay 50% of the tuition charges.
- The administrator shall furnish to the district satisfactory evidence of tuition paid and successful completion of the course. Successful course completion includes a receipt of an "A", "B" or "Pass" in a pass-fail course.

SAVINGS CLAUSE

Description: Eligible administrators shall be entitled to all the benefits applicable to bargaining unit employees as are incident to their employment relationship with the district including but not limited to vacation and illness benefits, any other form of insurance protection, retirement program, tax sheltered annuities and other employee benefits.

RETIREMENT

PAYMENT FOR ACCUMULATED SICK LEAVE

Description: A current administrator who retires after ten years of total service as a District administrator shall be entitled to an unused sick leave payment, if that administrator has accrued at least 80 unused sick days. Such payment will be at the per diem rate of \$100 or the substitute's daily rate whichever is higher. The amount of leave to be paid will not exceed one-half (1/2) of all unused sick leave up to a maximum of one hundred (135) pay days. Any administrator who has left a full-time administrative position to return to a teaching or other non-administrative position in the District shall not be eligible for this benefit.

A supplemental reimbursement for unused sick leave paid to administrators and supervisors who retire after **ten years** of continuous service as a District administrator/supervisor shall be contingent upon the length of their extended annual contract. Administrators and supervisors who have an extended work year beyond the 187-day school term shall be able to extend their supplemental reimbursement for unused sick leave at the time of retirement as follows:

Administrators/Supervisors on 192-day contracts are eligible to receive .5 of three (3) days for each year as an administrator; 207-day administrators/supervisors shall receive .5 of four (4) days for each year as an administrator; and 260-day administrators/supervisors shall receive .5 of five (5) days for each year as an administrator.

Example #1: Administrator is on a 192-day contract. Person has been a 192-day administrator for ten (10) years with 90 days of unused sick leave:

- (1) Multiply 3 times .5 times the 10 years of experience = 15 additional days.
- (2) Multiply 15 times \$100 times = \$1,500.

Example #2: Administrator is a 207-day contract. Person has been an administrator in the district for nine years:
No Payment

Example #3: Administrator is a 260-day contract. Person has been an administrator in the district for 14 years:

- (1) Multiply 5 times .5 times 14 years of experience = 35 additional days.
- (2) Multiply 35 times \$100 = \$3,500

Method of Payout: All employer paid post-employment cash benefits will be deposited as a non-elective contribution into one of the District Board approved 403(b) providers on behalf of the retired employee as soon as practical following the employment departure. Administrators will need to have an active account set up with approved 403(b) providers prior to their retirement date.

RETAINED MEDICAL COVERAGE

Description: To the extent permissible under the current plan, the retired administrator shall be permitted to retain medical coverage as a member of the unit group until age sixty-five (65), by paying his/her own premium and/or other cost and in accordance with regulations established by the employer. The premium rate shall be equal to the effective COBRA rate.

BENEFIT UPON RETIREMENT

Description: Eligible administrators who occupy a full-time position and complete the academic year will be entitled to participate in the voluntary retirement benefit plan specific to administrators. Any administrator who has left a full-time administrative position to return to a teaching or other non-administrative position in the District shall not be eligible for this benefit.

Eligibility Requirements:

- A current administrator must have satisfactorily completed or will have satisfactorily completed by the end of the current fiscal year at least ten (10) years of full-time employment within the District with at least five (5) of those years serving as an administrator.
- The administrator has made and filed an official and completed application for retirement benefits to the State Public School Employees' Retirement System, thereby declaring a commitment not to be employed as a full-time teacher and/or administrator of the public schools of Pennsylvania.
- The administrator is not qualified for retirement by reason of permanent disability.

Payment Schedule: Eligible applicants for this voluntary retirement benefit shall receive a one-time retirement benefit under this provision, which is in addition to any other benefits, with the understanding that the applicant has retired as a full-time administrator in the public schools of Pennsylvania. All employer-paid, post-employment cash benefits will be deposited as a non-elective contribution into one of the District Board approved 403(b) providers on behalf of the retired employee as soon as practical following the departure from employment. Administrators will need to have an active account set up with approved 403(b) providers prior to their retirement date.

Payout = (Factor A) x (Factor B) x (Factor C)

- Factor A = the current number of additional workdays per year beyond the bargaining unit work year
- Factor B = the number of years served as a Carlisle administrator to include the current year
- Factor C = a factor of 100 shall be used for 192- and 207-day administrators; a factor of 10 shall be used for 260-day administrators

Note: Under this provision no administrator shall receive a payout to exceed \$10,000.

Method of Payout: All employer paid post-employment cash benefits will be deposited as a non-elective contribution into one of the District Board approved 403(b) providers on behalf of the retired employee as soon as practical following the employment departure. Administrators will need to have an active account set up with approved 403 (b) providers prior to their retirement date.

APPENDIX A

Administrative/Supervisory Conference Allocation Schedule

Group A

1. Business Manager
2. Director - Center for Careers & Technology
3. Director of Education
4. Director of Facilities
5. Director of Operations
6. Program Supervisor – Art
7. Program Supervisor - Social Studies
8. Program Supervisor - World Language and ELD
9. Principal - Bellaire
10. Principal - Crestview
11. Principal – Mooreland
12. Assistant Principal - Hamilton
13. Principal – LMS
14. Principal - WMS
15. Assistant Principal – Gr. 9
16. Assistant Principal – Gr. 11

Group B

1. Assistant Directors of Student Services
2. Director of Athletics/Program Chair – Health & Physical Ed
3. Director of Digital Learning
4. Program Supervisor - Mathematics
5. Program Supervisor – Science
6. Reading Supervisor K-12
7. Principal – Hamilton
8. Principal – LeTort
9. Principal - Mt. Holly Springs
10. Principal - North Dickinson
11. Assistant Principal - LMS
12. Assistant Principal – WMS
13. Associate Principal – Gr. 10
14. Associate Principal - Gr. 12
15. Principal - CHS

School Year	Group A	Group B
2022 - 2023	\$1,000	\$1,500
2023 - 2024	\$1,500	\$1,000
2024 - 2025	\$1,000	\$1,500

Note: Groups rotate each year.

***Reimbursement Forms located on Intranet or other shared online location.**