



ACT 93

COMPENSATION PLAN



January 1, 2023, through June 30, 2025

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ARTICLE 1 – PREAMBLE

1.00 Required Elements - There are four (4) elements required by Act 93. They are:

- A. A description of the program determining administrative salaries.
- B. Salary amounts or a salary schedule.
- C. A listing of fringe benefits.
- D. Required “meet and discuss” meeting, upon request.

1.01 Meet and Discuss - The guidelines for the “Meet and Discuss” component are as follows:

- A. Board of School Directors, upon written request of a majority of the school administrators in the District, shall be required to meet and discuss in good faith with the school administrators prior to adoption of a compensation plan.
- B. The administrative team, including District managers, will designate a committee to represent them during the “meet and discuss” process. This committee will be known as the Compensation Plan Committee. They will meet annually with designated members of the School Board. The purpose of the meeting will be to have dialogue about common concerns and recommendations regarding the compensation package. Subsequent meetings will be scheduled as needed.

1.02 Terms of the Plan - “School employers shall all be required to adopt written administrative compensation plans which shall apply to eligible school administrators as provided in this section, and which shall continue in effect until a time specified in the compensation plan, but in no event for less than one year.”

At Cumberland Valley School District, this Plan will be reviewed on an annual basis for one school year (July – June), unless extended by a specified time.

ARTICLE 2 – SUPERVISION AND EVALUATION OF ADMINISTRATIVE AND MANAGERIAL POSITIONS

2.00 Introduction - Supervisory guidance cannot operate to bring about a maximum of growth if sufficient data is not generated regarding job performance. Evaluation of the effectiveness of job performance is a basic function of those in supervisory and administrative roles.

If good employees are to be selected and recognized, a sound process must be established for determining quality performance. A good performance evaluation system should be kept as simple as possible, and the appraisal system should be conducted in a positive climate.

2.01 Procedures for Conducting Evaluation - The Cumberland Valley School District recognizes a need for the continued improvement of job performance. The combined efforts of all employees, instructional and service personnel, culminate in the teaching/learning acts of each classroom; therefore, nothing is more important to the success of our school district's educational endeavors than effective performance.

- A. The Superintendent of Schools, through his/her administrative and supervisory team, shall be responsible for the supervision and evaluation of employees of the Cumberland Valley School District.
- B. Supervision is ongoing and provides continuous feedback. Supervisors shall schedule a minimum of three benchmark conferences throughout the year to discuss performance and progress towards goals. Written notes of each meeting shall be maintained by the supervisor.
- C. An official job review must be conducted at least one time per year to recognize successful performance. If an employee is having difficulties, it is prudent to conduct more than one review. Reviews are necessary to collect valid information and assure the employee is making every effort to correct identified deficiencies.
- D. Before meeting for the formal review, a self-analysis of performance should be made by the employee. The supervisor should also make a review of the employee's performance before the formal meeting. Both parties should have the common purpose of indicating those items where strength now exists and those where improvement is needed.
- E. The Superintendent and the Director of Human Resources will review the supervisor's evaluation of their employees prior to the evaluation being given to the employee.
- F. Following the independent review by the employee and the supervisor, the parties should meet to discuss the implications of their review. They should reach agreement on the items and focus on the ones needing improvement. The supervisor, when necessary, makes a final judgement on the areas where there is disagreement.
- G. Copies of the evaluation are distributed as follows: one copy to the employee, one copy to the supervisor, and one copy is placed in the employee's personnel file.

2.02 Appeal Procedures - Any administrator may appeal his/her job performance review by these procedures:

- A. A written request for review will be given to the person giving the performance review.
- B. If the differences are not satisfactorily resolved, an appeal can be made in writing to the next level supervisor. Subsequent appeals would be made following the District's organizational chart. The Superintendent would be the last level of administrative appeal. Should the employee feel there is still a need to have the

performance evaluation reviewed, the Superintendent's decision may be appealed to the School Board.

ARTICLE 3 – LEAVES

3.00 Sick Leave - All Act 93 administrative employees, on full time status, will receive one (1) sick day for every month they are expected to work in a fiscal year (July to June). 12-month administrators will earn 12 sick days per fiscal year. Less than 12-month administrators will earn 10 sick days per fiscal year. Sick leave not utilized in a given year will accumulate.

3.01 Family Sick Leave - Any employee may use if available, any number of their accumulated sick days annually to assist his/her immediate family members (as defined per the definition of immediate family in Section 3.08 A) when they are ill. The employee must so indicate family illness when reporting off for this reason.

3.02 Unpaid Leave of Absence - An administrative employee who is unable to perform his/her duties because of illness or disability, and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability up to one calendar year, and upon written request the leave may be renewed at the discretion of the Board. Upon return to employment, the employee shall be entitled to a position similar to the one s/he left.

3.03 Post-Birth/Post-Adoption Leave - Any employee who adopts a child or whose spouse/partner gives birth to a child shall be permitted to utilize up to five (5) days of accumulated sick leave immediately following the birth or arrival of the adoptive child.

3.04 Childrearing Leave - An administrative employee shall be entitled to childrearing leave without pay for a period not exceeding one (1) year from the date of the child's birth or acceptance of an adoptive child. The employee's one (1) year of childrearing leave entitlement shall be inclusive of any amount of paid sick or other leave taken during the relevant one-year period following the birth or adoption of the child. The employee shall request such leave in writing to the Superintendent not less than sixty (60) days in advance of the effective date of the leave of absence. The employee's position or one equivalent to it shall be held open during the period of childrearing leave. The employee must confirm in writing the employee's intention to resume employment by giving at least sixty (60) days' notice prior to the employee's scheduled return. If the employee fails to give such notice, the employee shall be deemed to have waived the right to resume employment and his/her status as Employee shall be terminated. During childrearing leave, the Employee shall retain the employee's unused sick leave, shall retain the employee's credits toward sabbatical leave, and shall retain credit for past service.

- A. An employee who has completed a minimum of five (5) years of service in the Cumberland Valley School District shall be entitled to the medical and hospitalization insurance coverage as provided in Article 7 hereinbelow while the employee is on such childrearing leave of absence.
- B. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, shall be considered to be temporary disabilities. When documented by appropriate medical report, the professional employee shall be entitled to sick leave pursuant to the Public School Code of 1949, as amended.
- C. To the extent that any part of the foregoing childrearing leave is at variance with the lawfully promulgated Rules and Regulations of the Pennsylvania Human Relations Commission the same shall not be enforced but shall be interpreted and enforced in compliance with such Rules and Regulations, as the same may be adopted from time to time.

3.05 Personal Leave - During each school year within the term of this plan, each full-time administrator covered by this plan will be granted three (3) personal leave days with pay each year cumulative to a maximum of six (6) days. Prior notification of intention to use said personal leave days should be submitted in the District's electronic reporting system so proper records can be maintained. An employee who has accumulated a maximum of six (6) personal leave days shall have the right to have a maximum of three (3) such personal leave days per year transferred and added to his or her sick leave as additional sick leave days.

3.06 Professional Leave - Requests for attendance at professional meetings shall be submitted to the Superintendent for approval. This determination shall be made after consultation and approval of the Superintendent or designee to outline the benefits that will accrue to the Cumberland Valley School District by such visitation. Employees may attend one annual conference of their respective state professional organization every other year and an annual national conference once every three years provided that the funds are budgeted.

3.07 Jury/Witness Leave

- A. Notice: An administrative employee who is summoned for jury duty, to give testimony on behalf of the school district, or to testify in cases related to their employment shall make a request for a leave of absence within a reasonable period of time after receipt of notice of such service. Such leave shall be granted with pay upon proper application and receipt of applicable documentation.
- B. Compensation: A member granted leave for jury duty, to give testimony on behalf of the school district, or to testify in cases related to their employment shall be paid his/her regular salary or per diem less the amount earned as a juror. Prior to receipt of payment the employee shall be required to present a statement issued and signed by the Clerk of Court stating the number of days the employee was on jury duty or giving testimony and the compensation paid.

3.08 Bereavement Leave

- A. Immediate Family: An employee shall be entitled to five (5) days of leave of absence with pay because of the death of a member of the immediate family of such employee. An employee desiring such leave shall request the same through the Superintendent or his designee. The term “member of immediate family” is defined to include the employee’s father, mother, brother, sister, son, daughter, spouse, grandchild, (inclusive of step/in-law of each familial relation) or any person with whom said employee has made his home at the time of said death.
- B. Near Relative: An employee shall be entitled to three (3) days of leave of absence with pay because of the death of a near relative of such employee. An employee desiring such leave shall request the same through the Superintendent or his designee. The term “near relative” is defined to include the employee’s grandparent (inclusive of step/in-law).
- C. Other Relative: An employee shall be entitled to one (1) day leave of absence with pay on the day of the funeral because of the death of the employee’s first cousin, aunt, uncle, niece or nephew. An employee desiring such leave shall request the same through the Superintendent or his/her designee.
- D. Extended Travel: In the event that an employee is entitled to bereavement leave under Subsections B or C above, and providing that this leave is because of the death of a relative of the employee described in Subsections B or C, and providing that extended travel of 400 miles or more round trip is necessary, and providing such leave shall be requested in advance, the employee shall be entitled to one (1) additional consecutive day of absence with pay.

3.09 Compensated Professional Leaves of Absence - Compensated Professional Leaves of Absence, formerly Sabbatical leaves of absence, shall be granted as provided in the Public School Code of 1949, as amended. The guidelines for these leaves are referenced in Cumberland Valley Board Policy No. 338.

- A. Compensation: Administrative staff granted compensated professional leave for half year for purpose of study will return to work at the end of the coursework and complete tasks under the direction of the Superintendent or his/her designee. Leave for the purpose of professional development for one-half school term will be at seventy-five per centum (75%) of full pay.
- B. Calculation of Salary Increases: The salary increase for an employee returning from a sabbatical leave will be calculated using one of two methods:
 - i. An individual on sabbatical and away from his/her position for a one-year sabbatical will be entitled to a salary increase for the year subsequent to his/her return to his/her position based on the average of his/her job performance ratings during the most recent three years.
 - ii. An individual on sabbatical and away from his/her position less than the sabbatical leave time actually requested (one-half year or one year) will be

entitled to a salary increase during the year immediately subsequent to his/her return to his/her position based on the following formula:

- a. Increase earned during time period on sabbatical and away from job will be calculated by using a proration of time on sabbatical (expressed in months) over 12 months. This fraction will be multiplied by the average of his/her job performance ratings during the most recent three years.
 - b. Increase earned during periods of time an individual was not on sabbatical leave will be determined by using a proration of time on job (expressed in months) over 12 months or the number representing the individual's contracted time of employment during a fiscal school year. This fraction will be multiplied by the amount earned and determined by job performance evaluation.
- C. Benefits: An individual on sabbatical will receive all the benefits to which s/he would have been entitled had s/he not been on sabbatical. Vacation time for those in 12-month positions will be calculated by using a proration of time on the job (expressed in months) over 12 months or the number representing the individual's contracted time of employment during the fiscal school year. This fraction will be multiplied by the vacation time to which the individual is normally entitled.

3.10 Family and Medical Leave (FMLA) - The parties agree to comply with the requirements of the Family and Medical Leave Act (FMLA) and the terms of this compensation plan.

- A. A year, as defined for purposes of FMLA, shall be the rolling 12-month period from the date the leave commenced for said employee.
- B. Each employee shall be required to use their available paid sick, personal, and vacation leave (depending upon eligibility) concurrently with FMLA. Their leave shall be considered protected FMLA leave and counted toward their FMLA leave entitlement.
- C. During unpaid FMLA, an employee shall be required to pay their normal employee premium share of the medical benefits.

3.11 Vacation Leave

- A. All administrators who are on a twelve-month contract will receive vacation. New hires will receive a prorated amount of vacation days upon hire of 2 days per month.
- B. Every year on July 1 following the initial date of hire, each administrator will be granted 25 vacation days.
- C. Each year, administrators will have the option to receive payment for up to five (5) vacation days via the District's 403(b) plan. These days will be deducted from the administrator's leave bank and payment will be disbursed at the end of each fiscal year.

- D. Vacation days may be carried into the next fiscal year, given those days are used by the first student day of that school year. Once the school year begins, five (5) unused vacation days will be automatically converted to sick days.
- E. An employee who resigns will be eligible to receive a prorated payment for vacation days granted in the year they resign/retire. The employee will be responsible for repayment of days used beyond the prorated amount. All administrators will be required to receive payment via the District's deferred compensation pay plan upon separation from employment.
- F. Generally, vacations will be taken when school or in-service programs are not in session. A maximum of ten (10) days of vacation may be taken during the school year. Administrators cannot take more than five (5) consecutive days of vacation during the school year.
- G. The immediate supervisor and District Superintendent must approve all vacations requests.

3.12 Paid Holidays - All administrators will receive paid holidays according to the following schedule:

- A. Twelve-month administrators will receive ten (10) fixed paid holidays each fiscal year – New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas Day.
- B. Less than twelve-month administrators will receive nine (9) fixed paid holidays each fiscal year – New Year's Day, President's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas Day.
- C. Administrators required to work on a paid holiday will be allowed to take the holiday on another day (upon approval of their supervisor).
- D. All administrators will be required to work during non-listed, school student holidays or use other paid leave.

ARTICLE 4 – EMPLOYEE WAGES

4.00 Determination of Salaries - Salary increases for all employees under this Compensation Plan will be determined annually based on merit. The matrix provided in **Appendix A** will be utilized following the final performance evaluation to determine salary increases for the next fiscal year.

Salary adjustments for employees hired in the first three (3) quarters of the fiscal year are prorated (X plus 100% of merit in the 1st quarter, X plus 75% of merit in the 2nd quarter, and X plus 50% of merit in the 3rd quarter). Employees hired in the final quarter of the fiscal year may be eligible for salary adjustment based on market movement.

Salary ranges are included in the Plan as **Appendix B**. Market movement will be applied each year to advance the salary ranges appropriately. The adjusted ranges will be distributed once they are finalized.

4.01 Direct Deposit - Direct deposit of payroll at a bank or financial institution designated by the employee will be mandatory for all employees. Employees who have direct deposit will be required to obtain a copy of their pay stub via the e-pay stub website. Employees shall be permitted to access the e-pay web site and print copies of such information using District equipment.

ARTICLE 5 – ADDITIONAL COMPENSATION

5.00 Mileage Allowance - An employee who operated his private automobile in the performance of his professional duties or on official business of the District and provided such business and the approximate anticipated mileage shall be approved by the employee's supervisor, shall be reimbursed a mileage allowance at the rate per actual mile as published by Internal Revenue Service as the allowed standard flat rate for personal income tax deduction purposes. In the event that Internal Revenue Service discontinues such publication, or the allowed standard flat rate deduction is terminated, the rate shall be the last rate allowed by the IRS.

ARTICLE 6 – COMPENSATION UPON SEPARATION OF SERVICE

6.00 Notice Requirements - In order to qualify for any benefits denoted in 6.00, the employee must give not less than ninety (90) days written notice of his/her retirement or voluntary termination. An employee shall have thirty (30) days from the date the written notice was submitted, to advise the Board, in writing, of his/her intention to rescind his/her retirement or voluntary termination. The Board shall accept an employee's rescission of his/her retirement or voluntary termination so long as the employee complied with the conditions set forth above. The Superintendent, in his/her sole discretion, and on a non-precedential basis, can waive the ninety (90) day written notification requirement above and deem an employee qualified for benefits under Subsections A or B.

- A. **Retirement:** Upon retirement, a full-time employee having served the Cumberland Valley School District for a period of at least ten (10) years shall be entitled to additional compensation computed in the form of a cash payment by multiplying two-thirds of the number of such employee's unused accumulated sick leave days (but not to exceed 200 days) by the per diem rate of one hundred fifty dollars (\$150.00).

- B. Separation of Service: In the event that any employee with at least ten (10) years employment with the Cumberland Valley School District voluntarily resigns his/her employment, such employee shall be entitled to additional compensation in the form of a single cash payment computed by multiplying one-third of the number of such employee's unused accumulated sick leave (not to exceed 130 days) by one hundred dollars (\$100.00).

6.01 Unused Personal Leave - An employee who resigns/retires will be eligible to receive payment for personal days granted in the year they resign/retire. All administrators will be required to receive payment via the District's deferred compensation pay plan upon separation of employment.

6.02 Early Retirement Incentive - A full-time Act 93 employee shall be eligible to participate in the voluntary early retirement incentive plan (ERIP) and to receive the benefit provided by the plan if the following eligibility criteria are met:

- A. Definition: Retirement shall be defined as the withdrawal from active service on a superannuation or early retirement basis and the drawing of an annuity from PSERS. The term retirement, for purposes of this resolution, shall not include disability retirement.
- B. Service Time: The applicant must, at a minimum, have fifteen (15) years of service in Cumberland Valley School District and either be superannuated under the Public School Employees Retirement System or have thirty (30) years of service with the Public School Employees Retirement System.
- C. Notice: In any year, the applicant who plans to retire at the end of the fiscal year shall deliver to the District a letter of retirement no later than February 15. For mid-year retirements, the notice shall be the equivalent between February 15 and the last day of the fiscal year in which s/he plans to retire. While this plan contains specific requirements and deadlines, the Superintendent, with the concurrence of the Board, may waive strict enforcement of the notification requirement on a case-by-case basis in the interest of the District without creating a precedent or establishing a practice governing any future case. The Superintendent shall not have the authority, however, to waive the termination date of the plan as set forth in Subsection E, below.
- D. Payment: The benefit under this plan will be an incentive cash payment in the total amount of fifteen thousand dollars (\$15,000) payable in the month of June of the year of retirement. If the retiree dies prior to receiving the amount payable under this provision, the remaining amount will be paid to his/her estate.
- E. Sunset: It is understood and agreed that this retirement incentive shall expire and become null and void June 28, 2025.

6.03 Years of Service - Upon retirement, a full-time employee having served the Cumberland Valley School District for a period of at least ten (10) years shall be entitled to additional compensation in the form of a cash payment computed by multiplying the number of years of Cumberland Valley experience by \$75.00 per year. This payment will be made at the retirement date of the employee and is not subject to the ninety (90) day notice requirement defined in 6.00.

6.04 Payments

- A. Sick Leave: All administrators will be required to receive payment for accumulated sick leave (if eligible) via the District's deferred compensation pay plans (403(b) and/or HSA) upon separation from employment.
- B. All Other: All administrators will be required to receive payment for accumulated personal and earned vacation days, as well as other forms of special pay, via the District's 403(b).
- C. Exclusions: Payouts will not be applied to offset any payments owed to the District (ie. tuition repayment, District property, etc.).

ARTICLE 7 – INSURANCE

7.00 Medical - Each full-time employee shall have the privilege of medical coverage and the ability to elect coverage for his/her spouse and children. Medical insurance coverage as provided by an insurer or insurers selected by the Employer, shall be equivalent in benefits and similar in billing processes as provided under the group programs as defined in the prior Act 93 Compensation Plan. In addition to the Employer's obligation to pay the premium cost of the coverage attributable to the individual employee, the Employer shall pay the premium cost attributable to such family-dependent coverage subject to employee contributions as set forth herein.

- A. QHDHP: The Employer will offer a Qualified High Deductible Health Plan (QHDHP) with a Health Savings Account (HSA) Hospitalization and Medical insurance program and provide a pharmacy benefit as described below by an insurer or insurers selected by the Employer. Effective January 1, 2020, this will be the only plan offered by the District.

The QHDHP-HSA shall include an in-network deductible of \$2,000/\$4,000.

The District will fund this plan in the amount per the following:

- i. Plan year 2023 of \$1,250/\$2,500. Expenses above that amount will be borne by the employee.

- ii. Plan year 2024 of \$1,250/\$2,500. Expenses above that amount will be borne by the employee.
- iii. Plan year 2025 of \$1,250/\$2,500. Expenses above that amount will be borne by the employee.

Three tiers of benefits coverage will be offered under the QHDHP-HSA:

- Full-Time Employee individual
- Full-Time Employee plus one
- Full-Time Employee and family

Beginning January 1, 2023, the employee contribution rate for the QHDHP-HSA Plan toward the cost of the Employer’s premium cost to include participation in a district wellness plan shall be as follows:

QHDHP-HSA Plan:

	Wellness Plan Participant	Non-Wellness Plan Participant
January 1 thru December 31, 2023	9.00%	13.00%
January 1 thru December 31, 2024	10.00%	14.00%
January 1 thru December 31, 2025	11.00%	15.00%

Full-time employees electing the QHDHP-HSA Hospitalization, Medical and Pharmacy program during the term of this Plan shall pay the same rate as the CVEA agreement, but not to exceed the annual premium of the appropriate coverage tier by payroll deduction.

Upon retirement, an employee may continue medical/hospitalization insurance coverage at the group rate until his/her 65th birthday by remitting the premium to the school district.

7.01 Section 125 Plan - The Employer will implement an IRS Section 125 Plan to allow the applicable employee participation payment to be deemed a pre-tax deduction. As a result of changes to regulations governing Section 125 unreimbursed medical FSA plans under the Internal Revenue Code, the plan document will be modified to permit unused health FSA amounts remaining at the end of a plan year to be paid or reimbursed to plan participants for qualified medical expenses incurred during the following plan year. All employees who are enrolled in the QHDHP-HSA Health Plan will be eligible to participate in a Limited Purpose Section 125 Plan for dental and vision reimbursement and dependent care reimbursement plans.

7.02 Wellness - Employees are strongly encouraged to participate in the District's wellness plan. If an employee does not participate in the wellness plan, s/he will be required to pay the above listed higher premium amount during the following year. The employee and his/her spouse are both required to participate in the requirements of the wellness program in order to not be penalized by the higher premium contribution. The requirements of the wellness plans shall be:

Employees and spouses covered by the insurance plan are required to complete one primary care physician visit (annual physical) per year. Both the employee and covered spouses must also certify preventative care compliance (applicable to age recommendations and gender):

- a. PSA
- b. Colonoscopy
- c. Pap Smear
- d. Mammogram
- e. Dental Visit
- f. Vision Exam

In addition, both employee and covered spouse must sign a tobacco affidavit certifying tobacco user/non-tobacco user. If the employee and/or spouse are a user of tobacco, s/he must successfully complete a tobacco cessation program.

7.03 Opt-Out Payment - Effective with the January 1, 2019 plan year, employees can opt to discontinue coverage and receive 30% of the annual premium savings. Those opting out must present proof of alternate coverage to the District. Those who opt out will receive the buyout amount in two (2) checks (December, June). Those employees may rejoin if necessary with proof of a qualifying event resulting with the loss of alternate coverage. There shall be no entitlement to a further buyout if the employee rejoins the District's coverage.

7.04 Duplicate Coverage - Effective July 1, 2002, all duplicate healthcare coverage shall be discontinued. Where husband and wife are both District employees, they will be covered by one family policy. Discontinuance of the second or duplicate policy will be mandatory.

7.05 Spousal Exclusion - The spouses of employees newly hired by the District after January 1, 2016, or transferred into Act 93 after January 1, 2019, will have limited access to medical benefits. For such new employees, the District will not provide medical coverage for spouses who work for and are entitled to receive benefits from any of the following entities:

- a. Federal Government
- b. Commonwealth of Pennsylvania
- c. County and Local Government
- d. Public School Districts, charter, and cyber schools.

If newly hired or transferred into Act 93 and the employee's spouse is employed but not benefit eligible, they must provide confirmation from the spouse's employer.

7.06 Vision Insurance - The Employer shall pay the entire premium cost attributable to each employee for vision care insurance through an insurer or insurers, as selected by the Employer.

Each employee shall have the privilege of electing to have family-dependent coverage for his spouse and children under the vision care insurance provisions mentioned above as the same is available through said insurer or insurers. In addition to the Employer's obligation to pay the premium cost for the coverage attributable to the individual employee, the Employer shall pay the premium cost attributable to such family-dependent coverage.

Effective July 1, 2006, all duplicate vision coverage shall be discontinued. Where husband and wife are both District employees, they will be covered by one family policy. Discontinuance of the second or duplicate policy will be mandatory.

7.07 Dental Insurance - The Employer shall pay the entire premium cost attributable to each employee for dental care insurance through an insurer or insurers, as selected by the Employer.

Each employee shall have the privilege of electing to have family-dependent coverage for his spouse and children under the dental insurance provisions mentioned above as the same is available through said insurer or insurers. In addition to the Employer's obligation to pay the premium cost for the coverage attributable to the individual employee, the Employer shall pay the premium cost attributable to such family-dependent coverage.

Effective July 1, 2006, all duplicate dental coverage shall be discontinued. Where husband and wife are both District employees, they will be covered by one family policy. Discontinuance of the second or duplicate policy will be mandatory.

7.08 Group Life Insurance - The Employer shall pay the premium cost of individual life insurance coverage for each medically acceptable administrator, as determined by the insurance company, under a group life insurance program selected by the Employer whereby each such administrator shall be entitled to death benefits in an amount of two and one-half (2 ½) times the employee's annual salary (minimum of \$100,000 and maximum of \$250,000). If the administrator group desires to purchase additional life insurance, an additional amount of \$30,000 or \$150,000 may be purchased. Proof of insurability will apply to optional term life insurance.

7.09 Disability Insurance - All administrators are provided a long-term disability income plan. The elimination period is 90 days (3 months). The amount of the monthly benefit is 60% of basic monthly earnings, with a maximum monthly benefit of \$7,500. The benefit period is to age 65 if the disability occurred prior to age 60. If the disability occurs after 60, the benefit period is

prorated. If the disability is permanent and other income benefit such as social security is received, these income amounts are deducted from the monthly benefit.

ARTICLE 8 – QUALIFIED EXTRA-CREDIT REIMBURSEMENT

8.00 The Employer agrees to reimburse employees for actual tuition expense incurred by the employee for graduate educational courses on the terms and within the following limitations.

8.01 Eligible Courses - Employees wishing to be reimbursed for courses and credits must obtain approval from the Superintendent in advance of the start of the course and must meet at least one of the following requirements:

- college or university credits related to the employee’s field of certification
- credits earned in a higher degree or certification program acceptable to the Pennsylvania Department of Education
- courses meeting the criteria for approval under Section 8.04 of this article

8.02 Preapproval

- A. Responsibility for course and credit pre-approval as well as submitting to the Superintendent necessary documentation for course and credit completion rests with the employee.
- B. Preapproved courses and credits changed by college or university officials must be resubmitted and approved by the Superintendent prior to completion of the course.
- C. An employee newly employed by the Cumberland Valley School District must commence the course for which s/he seeks reimbursement subsequent to beginning his/her actual administrative duties.

8.03 Guidelines

- A. The employee must have academic credentials of at least a Bachelor’s Degree.
- B. The course must be completed successfully with an earned grade of at least a “B.”
- C. No reimbursement will be paid for credits earned in excess of eighteen (18) credits per year during any one fiscal year of this school district.

8.04 Reimbursement

- A. Reimbursement for the actual tuition cost shall be paid to the employee subject to the following limitations:
 - a. The maximum per credit reimbursement for each credit within a Master’s Degree program, other approved advanced degree program or accredited college or university credits in an employee’s field of certification and assignment completed with a grade of “A” or “B” or “PASS” where PASS-FAIL is mandatory, shall be one hundred percent (100%) of the amount charged per credit by Penn State University at the time the course was taken.

- b. The maximum per credit reimbursement for each credit within a Doctoral Degree program shall be one hundred percent (100%) of the amount charged per credit by Penn State University at the time the course was taken. Once the employee completes his/her dissertation and is awarded an Ed.D or Ph.D, the Employer will retroactively reimburse the employee one hundred percent (100%) of the amount charged up to the per credit rate charged by Drexel University at the time the course was taken if the tuition rate was greater than the Penn State University rate.
- c. The maximum reimbursement for courses that are not within a Master's Degree program, or other approved advanced degree program or certification program, or "PASS" where PASS/FAIL is optional shall be seventy percent (70%) of the amount charged per credit by Penn State University at the time the course was taken.
- d. The employee shall only be entitled to reimbursement once per year for any three-credit course of instruction being one (1) week or less in duration.
- e. The employee shall not receive reimbursement for any correspondence, audio tape, and/or video tape courses, except as follows:
 - i. The restrictions on correspondence, audio tape and/or video tape courses do not apply if the courses are offered as part of a Master's degree program or other approved advanced degree program in which the employee is enrolled.
 - ii. Other online courses may be approved at the discretion of the Superintendent if such courses are in the employee's field of certification or for a higher degree, provided the course syllabus is submitted with the application for approval.
- B. Payment of reimbursement will be made only upon receipt by the Employer of the employee's grade record.
- C. Reimbursements made hereunder shall not become a part of the employee's salary. If the Employer pays more than \$5,250 for educational benefits to the employee during the year, the employee must pay tax on the amount over \$5,250. The Employer will include in your wages (Form W-2, box 1) the amount that you must include in income.
- D. Employees on sabbatical leave, for purposes of study, shall be reimbursed for credits approved by the Superintendent according to the current reimbursement schedule.

8.05 Repayment upon Separation - The employee must remain employed by the District for a minimum period of two (2) years following completion of the course.

- A. Employees who do not remain employed shall be subject to the following:
 - i. Leaving within one (1) year of completion of the course(s), employees shall repay 100% of tuition reimbursement received.
 - ii. Leaving within two (2) years of completion of the course(s), employees shall repay 50% of tuition reimbursement received.

- B. Exclusions: Employees leaving the employment of the District for purposes of retirement, disability, suspension, or termination by the Employer are excluded from this requirement.

8.06 Bonus

- A. Employees who are approved to obtain a Ph.D or Ed.D in the year such status is received shall be awarded a one time \$2,500 bonus not added to their base salary.
- B. Employees who are approved to obtain a Master's degree in the year such status is received shall be awarded a one time \$1,500 bonus not added to their base salary.

ARTICLE 9 – QUALIFIED EDUCATIONAL REIMBURSEMENT

9.00 The Employer agrees to reimburse employees for expense incurred by the employee for coursework that will enhance said employee's skills and be of benefit to Cumberland Valley School District on the terms and within the following limitations.

9.01 Eligible Courses - Coursework may take the form of seminars or workshops that can be directly tied to the employee's job function(s).

9.02 Preapproval - Employees must obtain preapproval from the Superintendent in advance of the start of the seminar or workshop.

9.03 Reimbursement

- A. The Employer will reimburse the employee for the actual cost of the seminar or workshop.
- B. If the Employer requires the employee to complete a training session, then the Employer will bear the entire cost of the required training.

9.04 Repayment upon Separation - The employee must remain employed by the District for a minimum period of two (2) years following completion of the seminar or workshop.

- A. Employees who do not remain employed shall be subject to the following:
 - i. Leaving within one (1) year of completion of the course(s), employees shall repay 100% of reimbursement received.
 - ii. Leaving within two (2) years of completion of the course(s), employees shall repay 50% of reimbursement received.
- B. Exclusions: Employees leaving the employment of the District for purposes of retirement, disability, suspension, or termination by the Employer are excluded from this requirement.

ARTICLE 10 – PAYMENT FOR PROFESSIONAL ORGANIZATIONS

10.00 The Employer agrees to pay the cost of professional dues to one state and one national organization in the administrator's area of responsibility as approved by the Superintendent.

APPENDIX A
Cumberland Valley School District
Determining Salary Increases

This matrix is based on an individual’s performance and their position in their salary range. The following steps are used to determine an employee’s pay raise:

1. Determine the total evaluation score.
2. Use the following formula:

$$\text{Current Salary} / \text{Current Minimum} = \text{Percentage into Range}$$
3. The percentage into range along with the total evaluation score will determine the pay raise formula by where the two intersect on the matrix.
4. Matrix values are determined by the school board.

For example, if an individual received an evaluation score of 80 points and is 15% into range, then the pay raise for the individual would be 4% pay raise.

X = 3.1%

Matrix Percent = 0.9%

	Performance Evaluation Score			
	Highest Possible Standard	Expected Area of Performance	Satisfactory with Developmental Needs	Unsatisfactory
Score	100 – 84	83 – 69	68 – 57	56 – 0
0% and Below	5.50%	5.00%	4.50%	0.00%
1% to 10%	5.25%	4.50%	4.00%	0.00%
11% to 20%	5.00%	4.00%	3.00%	0.00%
21% to 30%	4.50%	3.50%	2.00%	0.00%
31% to 40%	4.00%	3.00%	0.00%	0.00%
40% +	3.75%	2.75%	0.00%	0.00%

APPENDIX B
Cumberland Valley School District
Act 93 Salary Ranges
January 1, 2023

	MINIMUM	MIDPOINT	MAXIMUM
Range I Director of Professional and Student Services High School Principal	\$119,865	\$143,838	\$167,811
Range II Director of Curriculum, Instruction, & Assessment Director of Special Education Director of Technology & Innovation	\$111,728	\$134,074	\$156,420
Range III Assistant Director of Professional and Student Services Associate High School Principal Business Manager Elementary Principal Middle School Principal	\$103,959	\$124,751	\$145,543
Range IV Assistant High School Principal Innovative Teaching & Learning Supervisor Special Education Supervisor	\$98,635	\$118,362	\$138,089
Range V Assistant Elementary/Middle School Principal Athletic Director (with Principal Certification) CVVA Principal Department Supervisors Facilities Director	\$92,986	\$111,583	\$130,180
Range VI Assistant Business Manager Assistant Director of Human Resources Assistant Director of Technology Athletic Director (without Principal Certification) Communications Specialist Director of Student and Public Safety Food Services Director Transportation Manager	\$81,768	\$98,122	\$114,476
Range VII Accounting Information System Manager Assistant Athletic Director Assistant Director of Student/Public Safety Assistant Facilities Director Athletic Trainer Certified Network Administrator Database Administrator Executive Administrative Assistant	\$66,315	\$79,577	\$92,840

Human Resources Manager Payroll Manager Purchasing Manager			
Range VIII Application Support Specialist Assistant Payroll Manager Audio Visual Coordinator Central Registration Coordinator Human Resources Generalist PIMS Admin/Child Accounting Coordinator	\$53,590	\$64,308	\$75,026

APPENDIX B
Cumberland Valley School District
Act 93 Salary Ranges
July 1, 2023

	MINIMUM	MIDPOINT	MAXIMUM
Range I Director of Student Services High School Principal	\$123,581	\$148,297	\$173,013
Range II Director of Curriculum, Instruction, & Assessment Director of Special Education Director of Technology & Innovation	\$115,192	\$138,230	\$161,269
Range III Assistant Director of Curriculum, Instruction, & Assessment Assistant Director of Human Resources for Professional Development (with Certification) Assistant Director of Special Education Assistant Director of Student Services Associate High School Principal Business Manager Elementary Principal Middle School Principal	\$107,182	\$128,618	\$150,055
Range IV Assistant High School Principal Innovative Teaching & Learning Supervisor Special Education Supervisor	\$101,693	\$122,031	\$142,370
Range V Assistant Elementary/Middle School Principal Athletic Director (with Principal Certification) Department Supervisors Facilities Director	\$95,868	\$115,042	\$134,216
Range VI Assistant Business Manager Assistant Director of Human Resources Assistant Director of Technology Athletic Director (without Principal Certification) Communications Specialist Director of Student and Public Safety Food Services Director Transportation Manager	\$84,303	\$101,164	\$118,024
Range VII Accounting Manager Assistant Athletic Director Assistant Director of Student/Public Safety Assistant Facilities Director Assistant Transportation Manager	\$68,370	\$82,044	\$95,718

<p style="text-align: center;">Athletic Trainer Certified Network Administrator Database Administrator Executive Administrative Assistant Human Resources Manager Payroll Manager Purchasing Manager</p>			
<p style="text-align: center;">Range VIII Application Support Specialist Assistant Payroll Manager Audio Visual Coordinator Central Registration Coordinator Human Resources Generalist PIMS Admin/Child Accounting Coordinator Residency Verification Officer</p>	\$55,251	\$66,302	\$77,352