

DRAFT

Northeastern School District
41 Harding Street
Manchester, PA

ACT 93
MIDDLE-MANAGEMENT TEAM
COMPENSATION PLAN

JULY 1, 2024 THROUGH JUNE 30, 2029

BOARD ADOPTED: TBA

I. INTRODUCTION

In compliance with Section 1164 of the Public School Code of 1949, as amended, (Act 93 of 1984) and in recognizing the need for a strong team, the Northeastern School District Board of Directors establishes this Middle-Management Team Compensation Plan.

II. PLAN TERMS

A. The Middle-Management Team Compensation Plan will be for a term of five (5) years for the period July 1, 2024, through June 30, 2029.

III. TEAM MEMBERS

For the purposes of this Agreement, the term Middle-Management shall refer to the following positions covered by this Agreement.

- A. High School Cafeteria Manager, 200 days, 8 hours per day: 1600 hours*
- B. High School Assistant Cafeteria Manager, 200 days, 8 hours per day: 1600 hours*
- C. Middle School Cafeteria Manager, 195 days, 8 hours per day: 1560 hours*
- D. Middle School Assistant Cafeteria Manager, 195 days, 8 hours per day: 1560 hours*
- E. Intermediate School Cafeteria Manager, 195 days, 8 hours per day: 1560 hours*
- F. Elementary School Cafeteria Manager, 195 days, 8 hours: 1560 hours*
- G. Assistant Director of Buildings and Grounds, *260 days, salaried*
- H. First Shift Custodial Supervisors, *260 days, 8 hours per day: 2080 hours*
- I. Second Shift Custodial Supervisor, *260 days, 8 hours per day: 2080 hours*

*For approximately 10 weeks during the summer, district employees shift to a four day work week schedule (Monday-Thursday) and maintain their 40 hour work/pay week. Therefore the number of actual physical work days in a full fiscal year is typically adjusted to 250 days.

IV. EVALUATION METHODOLOGIES:

Middle-Management Team Members are evaluated and rated to determine their success related to job performance criteria. Evaluation is a continuing process in which the employee and supervisor cooperatively identify strengths and areas of growth in an employee's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of district goals and objectives. Evaluation of team members is based upon the following:

A. Evaluation Tool

1. The annual evaluation for Middle-Management Team Members is included as Appendix A and is comprised of the following:
 - a. Accomplishments associated with six key skill areas, responsibilities, and attributes that are crucial for effective performance of which include a self-assessment and assessment by the direct supervisor; and
 - b. Documentation and/or evidence that support the satisfactory completion of responsibilities listed on the job description; and
 - c. Other assignments established by the Supervisor.

B. Final Overall Evaluation

1. Middle-Management Team Members will receive an overall rating of Satisfactory or Unsatisfactory.
2. Middle-Management Team Members who achieve a Satisfactory rating shall receive a salary increase as identified in **Section V, A, 2**.

C. *Unsatisfactory Rating*

1. Middle-Management Team Members who receive an Unsatisfactory rating on the Final Overall Evaluation shall receive no salary increase and:
 - a. will be placed on a corrective action plan, and,
 - b. will have a freeze of salary until the Middle-Management Team Members receives a Satisfactory rating on the Final Overall Evaluation, no earlier than the following year.
 - c. The Middle-Management Team Member will also meet at a minimum on a quarterly basis with their Supervisor to monitor the corrective action plan progress.

V. MIDDLE-MANAGEMENT TEAM COMPENSATION

A. *Salary Provisions*

1. For the 2024-2025 fiscal year, current Middle-Management Team Members will receive the following salary:
 - a. High School Cafeteria Manager (Sartalis): \$24.26 per hour
 - b. High School Assistant Cafeteria Manager (Hennel): \$22.04 per hour
 - c. Middle School Cafeteria Manager (Covington): \$23.83 per hour
 - d. Middle School Assistant Cafeteria Manager (Wise): \$18.80 per hour
 - e. Spring Forge Intermediate School Cafeteria Manager (Schmuck): \$22.26 per hour
 - f. Shallow Brooke Intermediate School Cafeteria Manager (Shirey): \$24.26 per hour
 - g. Mount Wolf Elementary School Cafeteria Manager (Garman): \$24.26 per hour
 - h. Orendorf Elementary School Cafeteria Manager (Delp): \$22.78 per hour
 - i. Conewago Elementary School Cafeteria Manager (Groff): \$21.22 per hour
 - j. York Haven Elementary School Cafeteria Manager (Hall): \$22.78 per hour
 - k. Assistant Director of Buildings and Grounds (Kwasnjuk): \$75,000 annual
 - l. High School First Shift Custodial Supervisor (Whitebread): \$26.49 per hour
 - m. Middle School First Shift Custodial Supervisor (Shupp): \$24.98 per hour
 - n. Spring Forge Int. School First Shift Custodial Supervisor (Hedrick): \$24.26 per hour
 - o. Shallow Brooke Int. School First Shift Custodial Supervisor (Shifflett): \$22.26 per hour
 - p. Mount Wolf Elem. School First Shift Custodial Supervisor (Claybaugh): \$20.70 per hour
 - q. Orendorf Elem. School First Shift Custodial Supervisor (Kolchuk): \$24.26 per hour
 - r. Conewago Elementary School First Shift Custodial Supervisor (Humberd): \$17.57 per hour
 - s. York Haven Elem. School First Shift Custodial Supervisor (Shellenberger): \$19.65 per hour
 - t. Second Shift Custodial Supervisor: \$TBD
2. Middle-Management Team Members who receive a Satisfactory rating, per **Section IV**, will receive a 2.25% (.0225) annual salary increase.
3. Salary adjustments will be instituted annually for the first pay in July.

B. *Longevity Incentive*

1. The Board of School Directors appreciates the long term commitment of employees to the district and therefore provides the following longevity incentives to Middle-Management Team Members:
 - a. For the fiscal year beginning July 1, 2024, Middle-Management Team Members who have served the district in any capacity, who have surpassed the closest milestone indicated in the chart below in **Section V, B, 2** shall receive an addition to their hourly rate or annual base salary.
 - b. For all other years of this agreement, Middle-Management Team Members shall receive the stated longevity amounts prescribed in the chart below in **Section V, B,**

- 2 as an addition to their hourly rate or annual base salary.
2. Longevity incentives shall be included as part of the hourly rate or base salary effective July 1 of each applicable year and will be earned in accordance with the following chart:

Longevity Incentive Chart- Salary Employees			
Beginning of the 10 th year of district service	Beginning of the 15 th year of district service	Beginning of the 20 th year of district service	Beginning of the 25 th year of district service
\$1,000	\$1,000	\$1,000	\$1,000

Longevity Incentive Chart- Hourly Employees			
Beginning of the 10 th year of district service	Beginning of the 15 th year of district service	Beginning of the 20 th year of district service	Beginning of the 25 th year of district service
\$0.50 per hour	\$0.50 per hour	\$0.50 per hour	\$0.50 per hour

C. Newly Hired Middle-Management Team Members and Salary Ranges

1. The Board of School Directors may add positions to the Middle-Management Team and set compensation at any time, in their sole discretion.
 - a. The information below provides a perspective for the board to assist in assigning starting salaries based off of categorical ranges which incorporates numerous factors such as but not limited to school building enrollment, square footage, and number of direct reports. Previous experience may also be considered by the board when determining starting salaries.
 - i. **(Assistant Director of Buildings and Grounds)**
Minimal Experience: \$45,000 Middle: \$54,000 High Experience: \$62,000
 - ii. **(Secondary School Cafeteria Managers, hourly)**
Minimal Experience: \$16.67 Middle: \$20.24 High Experience: \$23.73
 - iii. **(Intermediate School Cafeteria Managers)**
Minimal Experience: \$16.67 Middle: \$ 20.24 High Experience: \$23.73
 - iv. **(Elementary School Cafeteria Managers, Assistant Cafeteria Managers)**
Minimal Experience: \$15.16 Middle: \$18.38 High Experience: \$21.55
 - v. **(Secondary School First Shift and Second Shift Custodial Supervisors)**
Minimal Experience: \$16.67 Middle: \$20.24 High Experience: \$23.73
 - vi. **(Intermediate School First Shift Custodial Supervisors)**
Minimal Experience: \$16.67 Middle: \$20.24 High Experience: \$23.73
 - vii. **(Elementary School First Shift Custodial Supervisors)**
Minimal Experience: \$16.67 Middle: \$20.24 High Experience: \$23.73

D. Extra Duty Stipends

1. Catering
 - a. Cafeteria Managers who perform catering services shall receive compensation for such work as follows:
 - Small Event Catering (example- school board meeting): \$75 per event
 - Large Event Catering (example- all sports banquet): \$150 per event

E. Payroll Details

1. Payroll Deductions
 - a. The usual payroll deductions taken out of a Middle-Management Team Member’s paycheck include all taxes required to be withheld on a local, state and federal level, retirement, medical insurance co-payment, and any voluntary employee deductions

for additional benefits offered by the District.

- b. Deductions shall be withheld from 26 pays (Adjusted for 10 month employees), based on the requirements of the Business Office.
 - c. Should the District receive an order for the garnishment of a member's wages, the District may charge the affected Middle-Management Team Member a 2% administration fee for the garnishment of wages should the law allow.
2. Pay Periods
 - a. Pay periods shall be every fourteen (14) days or every other Friday, except during federal holidays employees will be paid the day prior.
 - b. In the event that the payday falls on a day in which the Federal Reserve is closed, payment shall be made on the last school day preceding the federal closure.
 - c. All Middle-Management Team Member's must use direct deposit.

VI. WORK YEAR

A. *Middle-Management Team Member's Work Year*

1. Middle-Management Team Member's will work in accordance with **Section III**. It is understood that work days for employees assigned to work less than 260 days represents a work year inclusive of the traditional 180 student instructional days. Additional work days beyond the 180 student days are scheduled with the supervisor and shall be scheduled prior to the start of the instructional calendar and after the conclusion of the student school year. The work year runs July 1 through June 30 less paid holidays in accordance with **Section VII, G, 5**.

B. *Per Diem Rate*

1. The Middle-Management Team Member's Per Diem rate used for any pay out days will be based on **Section III**.

C. *Remote Learning Days*

At times during the instructional school year the district may pivot to a remote learning day due to inclement weather or other emergency situations. During a remote learning day the following information details the responsibilities of Middle Management Team Members:

1. The Assistant Director of Buildings and Grounds and Custodial Supervisors will likely be required to report to work to assist in responding to the emergency situation. Specific hours and responsibilities will be provided by the Director of Buildings and Grounds.
2. Cafeteria Managers and Assistant Cafeteria Managers shall be allowed to work remotely unless the emergency situation requires them to be onsite. Specific hours and responsibilities will be provided by the Director of Nutrition Services.

VII. FRINGE BENEFITS:

A. *Tuition Credit Reimbursement*

The District will pay the cost of tuition, up to a maximum of \$2,000 per year, for full-time Middle-Management Team Members to further improve their job skills or education as it relates to job performance. The following condition apply to tuition reimbursement:

1. Reimbursement can be for workshops, seminars, evening courses, and/or tuition credits.
2. Approval by the Superintendent denoting a direct relation to the improvement of job skills is required prior to the commencement of the course.
3. For all courses, a grade of "B" or better must be earned to be eligible for reimbursement.
4. Employees leaving the district shall repay the district for all costs in accordance with the format below (a+b+c = total tuition payback):
 - a. 75% of the costs paid by the district one calendar year ago from last day of

- employment, and;
 - b. 50% of the costs paid by the district two calendar years ago from last day of employment, and;
 - c. 25% of the costs paid by the district one calendar year ago from last day of employment.
5. The amount will be withheld from the last two paychecks; any balance remaining must be fully paid prior to final day of employment.

B. *HealthCare Insurance*

1. The District is a member of the Lincoln Benefit Trust (LBT) and coverage is currently provided as a Qualified High Deductible Health Plan (QHDHP).
 - a. Employee cost-sharing for the Health Plan and the QHDHP will be 7.5% of the District's premium cost.
 - b. Health Savings Accounts for QHDHP Plan: Any employee electing coverage under the QHDHP plan, the District will make contributions to each Administrator's HSA by January 15th and July 15th of each year. The deposited amounts will be as follows:
 - a. By January 15th
 - i. 50% of employee deductible amount based on the elected coverage
 - b. By July 15th
 - i. 25% of employee deductible amount based on the elected coverage
 - c. Health Care Opt-Out Option: The District will agree to a \$4,000 opt-out for employees. Married couples employed in the District shall be ineligible for the opt-out however, married couples will not be responsible for the spousal surcharge identified in **Section B.1.d.** below.
 - d. For spouse of Middle-Management Team Member's with available health insurance coverage from another employer, the employee will pay a spousal surcharge of \$267/month in addition to the premium share in order for the spouse to receive coverage under the Health Plan/QHDHP. Spouses without available coverage from another employer may continue on the Health Plan/QHDHP by paying the appropriate premium share without a spousal surcharge.

C. *Section 125 Plan*

1. The District shall establish and maintain a Section 125 Plan in accordance with established IRS Regulations.

D. *Dental Insurance*

1. The District shall provide each employee with dental insurance consistent with the professional staff collective bargaining agreement.

E. *Vision Insurance*

1. The District will sponsor a vision program.
2. The entire cost of the program will be paid by the employee.
3. The District reserves the right to review this program and provide a replacement which would provide equal or greater benefit to the employee.

F. *Mileage Reimbursement*

The District will reimburse Middle-Management Team Member's for use of a personal vehicle in

the performance of school duties.

1. The Middle-Management Team Member shall be reimbursed at the IRS rate.
2. The Superintendent shall approve all travel with appropriate action.
3. Request for Reimbursement must be submitted monthly and within 30 days of the preceding month.
4. Payment will be made through Accounts Payable.

G. *Leaves of Absence*

Leaves of Absence days must be used in either half-day or full-day increments.

1. Sick Days

- a. Middle-Management Team Member's will receive sick days per year, as follows:
 - i. Employees working 260 days will receive 12 sick days per year
 - ii. Employees working less than 260 days will receive 10 sick days per year
- b. Section 1154 of the Pennsylvania School Code applies to sick days.
- c. Sick days will be provided on July 1 of each year.
- d. Any unused sick leave shall be cumulative from year to year without limitation.
- e. All or any part of sick leave may be taken with full pay in any one or more school years.
- f. If three (3) or more consecutive days are used, the Superintendent may request documentation from a medical professional justifying those sick days.

2. Personal Days

- a. Middle-Management Team Member's will receive three (3) personal leave days per year.
- b. Personal days are cumulative to a maximum of five (5) days.
- c. At no time shall a Middle-Management Team Member have more than five (5) Personal days available.
- d. Annually, the Middle-Management Team Member could select to receive up to (3) personal days
 - i. as a payout at a rate of equal to their per diem rate,
 - ii. converted into equal number of sick days,
 - iii. or a combination of payout or conversion.

3. Vacation Days

- a. Vacation leave will be granted to 260 day work year Middle-Management Team Members each July 1 (and will be prorated for any Middle-Management Team Member beginning after July 1) as follows:
 - i. Year 1: 5 days
 - ii. Years 2-9: 10 vacation days;
 - iii. Years 10-14: 15 vacation days;
 - iv. Years 15-24: 20 vacation days;
 - v. Beginning the 25th year: 25 days.
- b. Vacation days are not cumulative.
- c. Middle-Management Team Member's may carry up to five days of unused vacation leave into the next academic year.
- d. The superintendent of schools is authorized to grant vacation based upon previous experience gained outside of Northeastern School District.

4. Bereavement Days

- a. Middle-Management Team Member's shall be granted up to five paid days of Bereavement absence for the death of an immediate family member.
 - i. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, grandchild, son-in-law, daughter-in-law, husband, wife, parent-in-law, step-parent or near relative who resides in the same household, or any person with whom the Middle-Management Team Member's has made his home.
- b. Middle-Management Team Member's shall be granted one paid day of Bereavement absence for the death of a near relative.
 - i. A near relative shall be defined as a first cousin, grandfather, grandmother, grandparent-in-law, aunt, uncle, niece, nephew, brother-in-law or sister-in-law.
 - ii. The one bereavement day shall be for the purpose of attending the funeral.
- c. The board of school directors may extend the period of absence with pay in its discretion as the exigencies of the case may warrant.

5. Holidays

- a. Middle-Management Team Member's paid holidays shall be as follows:
 - i. July 4- only applies to 260 day work year employees
 - ii. Labor Day
 - iii. Good Friday
 - iv. New Years Day
 - v. Martin Luther King Jr. Day
 - vi. President's Day
 - vii. Memorial Day
 - viii. Thanksgiving and the day after Thanksgiving
 - ix. Christmas Eve
 - x. Christmas Day

H. *Life Insurance*

The District shall assume responsibility for a group life insurance policy to be carried on each employee during the term of this agreement equal to \$20,000. Employees shall have the option of purchasing additional insurance up to \$100,000 at the current group rate.

VIII. RETIREMENT

A. *Severance Benefits*

All full-time Middle-Management Team Members reaching fifteen (15) years of full-time employment with Northeastern School District will become eligible for a district retirement bonus. To activate this benefit, an eligible retiree must submit a retirement letter at least sixty (60) calendar days prior to their last date of employment, and choose among the following options:

1. Total years of service in the district, times \$100 per year. Maximum \$3,000 or Reimbursement of accumulated sick days up to 100 sick days at \$40/day. Maximum \$4,000.
2. It is the responsibility of the retiring employee to indicate their selected retirement bonus.

B. *Retirement Insurance*

Full-time employees retiring from the district and have made application to PSERS in an insurance eligible status and having reached fifteen (15) years of full-time employment with the

District may elect to purchase the district retiree self-pay health and dental insurances with the full cost being paid by the retiree. This coverage will be allowed to continue until one or more of the following exceptions occur:

- The retired employee is deceased.
- The retired employee elects to terminate coverage.
- The retired employee turns age 65.
- The retired employee is eligible for Medicare.

NORTHEASTERN YORK SCHOOL DISTRICT:

By: _____
President- Board of School Directors

Date

Attest: _____
Secretary- Board of School Directors

Date

Team Member:

Date:

Re: End-of-Year Review

The annual evaluation will be comprised of the following:

- Accomplishments associated with six key skill areas, responsibilities, and attributes that are crucial for effective performance of which include a self-assessment and assessment by the direct supervisor; and
- Documentation and/or evidence that support the satisfactory completion of responsibilities listed on the job description; and
- Other assignments established by the Supervisor.

End of Year Rating Rubric

	Rating Points	Exceptional: 4	Proficient: 3	Developing: 2	Unsatisfactory: 1
Communication Skills		Demonstrates clear and concise written and verbal communication.	Communicates effectively but may occasionally lack clarity.	Requires improvement in communication skills.	Significant challenges in communicating effectively.
Organization and Time Mgmt		Excellent organizational skills, consistently meets deadlines, and effectively prioritizes tasks.	Well-organized, generally meets deadlines, and handles multiple tasks efficiently.	Requires improvement in organizational and/or time management skills.	Difficulty in managing tasks and meeting deadlines.
Attention to Detail		Demonstrates a high level of attention to detail and accuracy in work.	Generally accurate, with minor errors on occasion.	Attention to detail is satisfactory but may require improvement.	Shows inconsistency in maintaining accuracy and attention to detail.
Technical Proficiency		Demonstrates high proficiency in using office software and equipment; quick to adapt to new technologies.	Competent in using standard office tools; may require occasional assistance.	Adequate technical skills but may need additional training.	Limited proficiency in using office tools and equipment.
Professionalism		Maintains a high level of professionalism in all interactions and adheres to workplace etiquette.	Generally professional but may occasionally need reminders.	Adequate professionalism but requires improvement.	Consistently exhibits unprofessional behavior.
Collaboration and Teamwork		Works well with colleagues, contributes positively to team dynamics.	Collaborates effectively occasionally may need improvement in certain aspects.	Generally cooperative but frequently struggles with teamwork.	Requires improvement in collaborating with others.
Overall Rating Total Points					

	SATISFACTORY		UNSATISFACTORY	
Scoring Rubric	Exceptional: >21	Proficient: 21-16	Developing: 15-8	Failing: <8
Overall Rating	Consistently exceeds expectations in all areas.	Performs well, meeting or exceeding expectations in most areas.	Requires significant improvement and development.	Performance falls below acceptable standards; immediate improvement needed.

Documentation of Proficiency:

Documentation of Areas of Growth: