

# **MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**

## **ADMINISTRATIVE EVALUATION AND COMPENSATION PLAN**

**(in Compliance with Act 93 of 1984)**

Effective 1 July 2021 through 30 June 2024

Executive Council Approved: October 11, 2021

## **ADMINISTRATIVE EVALUATION AND COMPENSATION PLAN**

The Executive Council of Middle Bucks Institute of Technology recognizes the importance of the evaluation process in setting compensation in order to establish and maintain an effective administrative team. Therefore, the Executive Council adopts the following Administrative Evaluation and Compensation Plan. The basic objectives of this evaluation and compensation plan are:

1. To identify and financially recognize an individual's level of performance,
2. To promote and assist professional growth and development,
3. To maintain a fair, consistent and competitive compensation plan.

### **Term:**

This Plan shall be effective from July 1, 2021 and shall continue in effect until June 30, 2024.

### **Tuition Reimbursement:**

All employees subject to this Act 93 agreement/plan shall be eligible to receive tuition reimbursement for administrative or management related coursework in education, not to exceed a maximum of \$6,000 with a \$25,000 cap for all Act 93 members per school year, subject to the following conditions.

- The course must be approved in advance and in writing by the Director;
- The employee must certify that the course is the type required for more effective school administration or management.
- The employee must verify enrollment, tuition and the completion of the course with a grade of “B” or better.

If an employee receiving tuition reimbursement terminates employment with MBIT within one year after receiving said reimbursement, the employee shall repay to MBIT the full amount of said tuition reimbursement. The repayment of said reimbursement will be made within 12 months of the employee’s termination of employment with MBIT.

### **Administrative Compensation Program:**

The Executive Council of Middle Bucks Institute of Technology recognizes the importance of maintaining an effective management team and adopted this Administrative Compensation Program in Compliance with Act 93 of 1984. The objectives of this plan are:

- To attract and retain administrative personnel capable of performing effectively in the positions to which they are assigned.
- To link financial rewards directly to individual performance
- To be competitive with compensation program prevailing in the sending school districts

### **Market Value:**

The "market value" will be determined by computing the mean salary for comparable administrative positions in Bucks and Montgomery Counties for the current fiscal year. The market value for each position will be established by computing the average salary for equivalent positions in local career-technical schools and the participating school districts. The salaries will be ranked in order for each position, the highest and lowest salary will be dropped from each position and then "market value" will be computed. (See Appendix A).

### **Salary Ranges:**

Salary ranges are developed by factoring the "market value" 10% in each direction to define the minimum and maximum salary for each administrative position. Salary ranges will be revised annually prior to July 1 when wages are adjusted for the next fiscal year.

### **Performance Appraisal:**

Each administrator's performance will be appraised annually by the Director using the Administrative Performance Assessment instrument (see Appendix C). The system of evaluation will include a process for the development and evaluation of administrative goals and objectives, and include an assessment of how well each administrator carried out the general duties of his/her respective position.

### **Salary Guide:**

Annual salary increases will be based on individual performance. The *Salary Guide* will be used to determine the annual salary increase (see Appendix B). Each administrator will be placed on the guide according to his/her annual performance appraisal and his/her relative position within the appropriate salary range (i.e., Quartile). The Middle Bucks Institute of Technology Executive Council will set the base percentage increase for the duration of this agreement. Factors such as position market value (base salary), percentage increase in comparable schools districts, cost of living, etc. shall be considered.

The total salary increase as indicated in the Salary Guide is the combination of the Base Increase, the position in the salary Range Quartiles and Performance Appraisal.

### **Quartile:**

An administrator's quartile is determined by comparison of an administrator's current salary to the current salary ranges for the market place. A salary between the minimum salary column and the first quartile column is *first quartile*; a salary between the first quartile column and the market value is *second quartile*, and so forth.

### **Maximum Salary:**

Annual increases will be capped so that no administrator's base salary exceeds the maximum salary for that position as dictated by the salary range.

### **Salary Adjustments:**

Administrators whose base salary is below the first quartile may receive an adjustment to their base salary beyond the prescribed salary guide. The amount of each adjustment will be approved by the Executive Council.

### **Administrators on Leave:**

Administrators on leave for professional development will receive a salary increase in the amount of the base percentage established by the Executive Council. Administrators on leave for any other reason will receive a prorated salary increase derived from the base percentage increase established by the Executive Council and prorated for the percentage of the school year worked.

### **Appraisal Procedures:**

1. Establishing Performance Objectives
  - a. Each administrative staff member will submit a set of tentative objectives to the Director on or before September 1 annually.
  - b. The Director will meet with each administrator to review, revise and finalize all objectives by September 15 of each year.
  - c. A summary of all administrative objectives will be distributed to all members of the administrative staff by the end of September.
2. Monitoring and Evaluating Performance
  - a. Each administrative staff member shall meet with the Director prior to January 30 of each year to discuss his/her progress.
  - b. Each administrative staff member shall provide a year-end report documenting the status of each performance objective. In addition, each administrative staff member shall self-evaluate his/her overall performance by completing an Administrative Performance Appraisal instrument. Both the performance objective status report and

Administrative Performance Appraisal instrument shall be submitted to the Director by May 30 of each year.

- c. Each administrative staff member shall meet with the Director to review the status of his/her objectives and to complete the Administrative Performance Appraisal instrument by June 30 of each year.

3. Record Keeping

- a. A copy of the completed Administrative Performance Appraisal instrument will be provided to the individual administrative staff member and a copy will be placed in his/her personnel file.

**Merit/Recognition Programs:**

In an effort to recognize employees who distinguish themselves, the following two programs will serve to augment the salary described above:

A. Recognition Program - There shall be three levels of recognition:

- 1. Level I *All group* recognition for achieving organizational goals. Examples may include: (a) off-site team building experiences to celebrate accomplishments and plan for future direction, (b) an after-work *get-together* at a local restaurant, or (c) other such *all group* celebrations. The recognition emphasizes the value of people in the organization working together as a team.
- 2. Level II Individual recognition for individuals who specifically distinguish themselves. Forms of recognition may include a plaque, gift certificate for dinner, sporting events, movie tickets, recognition cards, bookends, books, pens, etc.
- 3. Level III Cost saving measures offered by individuals who distinguish themselves by contributing a cost saving measure on a school-wide basis. Successful implementation of a cost saving will net 20% of the cost saving back to that department or cluster from which the savings was realized.

B. Merit Recognition Program - The Executive Council shall annually appropriate one percent of the administrative salary line from its operation budget to create a pool of dollars which may be applied toward a merit recognition system. This merit system will be used for a one-time fiscal year recognition bonus (not to be applied to base salary) to administrative employees who have shown distinction in some aspect of their employment. Merit recognition will be established by the Director, who will determine recipient selection and the amount of the award. The value of individual awards may vary; however, the maximum individual award shall not exceed \$4,000 with an \$8,000 cap for all Act 93 members per school year.

**Benefits:**

Benefits shall be consistent with teachers' contract as may be amended from time to time and Middle Bucks Policy/Administrative Procedures.

Each Administrator having satisfactory service may apply toward retirement, payment of accrued sick time at a rate of \$45.00 per day. The total benefit is limited to a total payout of \$12,000.00. This payment is only to be paid during the last year of service to Middle Bucks Institute of Technology and only if the employee is eligible for an annuity pension under the terms of the existing retirement benefits as determined by PSERS.

**Vacation:**

- (1) The District grants to all Administrators the following paid vacation days, awarded on July 1 of each year based on years of service in administration according to the following schedule:

In Year 1 of service -	20 vacation days per year
In Year 2 of service -	21 vacation days per year
In Year 3 of service -	22 vacation days per year
In Year 4 of service -	23 vacation days per year
In Year 5 of service -	24 vacation days per year
In Years 6 and beyond of service -	25 vacation days per year

- (2) An Administrator who is employed by the District during the school year shall have their vacation days prorated on a monthly basis for the first year worked. For example, a new Administrator with 2 years of service who is employed on October 17 will receive 1.75 days of vacation (21/12) for each of the 8 full months in the year to be worked (November-June), for a total of 14 days' vacation available for that year.
- (3) By June 30 of each of the school years covered by this Plan, Administrators will have the option to convert up to five (5) unused vacation days to per diem based on their years of service as an administrator (see schedule below). Such rate shall be determined by multiplying the base salary then in effect by 1/260 or 1/261, whichever is the number of work days in the current work year calendar.
- Four days for zero to five (0-5) years completed as an administrator  
Five days for six (6) or more years completed as an administrator

**OR**

- (3) By June 30 of each of the school years covered by this Plan, Administrators will have the option to convert up to eight (8) unused vacation days to a contribution to a Tax Sheltered Annuity, 403b or 457 plan based on their years of service in as an administrator (see schedule below), and their per diem rate. Such rate shall be determined by multiplying the base salary then in effect by 1/260 or 1/261, whichever is the number of work days in the current work year calendar.

### **Bereavement:**

Bereavement leave shall be provided as per school code. With the permission of the Director, leave for bereavement may be extended, with pay, up to 7 days, for death in the immediate family (father, mother, sister, brother, son, daughter, husband, wife, parent-in-law, grandparent, grandchild, near relative residing in the same household, or any person with whom the employee has made his/her home) or when extensive travel is required to attend service.

### **Health Insurance – Retirement**

The Executive Council will provide a full paid employee and spouse premium for the administrator's current health, prescription, dental and vision plans to any administrator who retires pursuant to the provisions of the Pennsylvania School Employees' Retirement System for a period of five years. For purposes of this provision, an administrator or supervisor is "retired" when his or her application is approved by the Public School Employees' Retirement Board and when, in addition, he or she has met any of the following criteria:

1. Provided twenty-five (25) or more years of service.
2. Provided five (5) or more years of service and has disability allowance approved by the Public School Employees' Retirement Board.
3. Attained age sixty (60) with five (5) or more years of service.

Such coverage will be provided until the retiree attains the age that Medicare Benefits are available; until the retiree obtains similar coverage from subsequent employment elsewhere; or reached the conclusion of the five-year eligibility period. If the retiree dies before attaining the age that Medicare Benefits begin or before the end of the five-year eligibility period, the coverage previously described will continue to be provided to his or her surviving spouse until:

1. Such time as the deceased retiree would have attained the age that Medicare Benefits are available (if still living);
2. The surviving spouse attains the age when Medicare Benefits are available;
3. The surviving spouse is eligible for similar coverage from his or her own employment, whichever shall first occur;
4. The surviving spouse is eligible for similar coverage through marriage.

### **LIFE INSURANCE**

Full monthly premium cost of group life insurance coverage in the amount of one and one half (1 1/2) times salary to the nearest thousand dollars, while employed by MBIT and subject to the insurance carrier's regulations.

## **APPENDIX A**

### **COMPARISON DISTRICT/SCHOOLS IN BUCKS AND MONTGOMERY COUNTIES**

1. Central Bucks School District
2. Centennial School District
3. Council Rock School District
4. New Hope-Solebury School District
5. Upper Bucks County Area Vocational-Technical School
6. Bucks County Technical High School (Lower Bucks)
7. Eastern Center for Arts and Technology
8. Central Montco Technical High School



## APPENDIX B

### Salary Guide

The base salary increase during the term of this compensation plan is as follows:

The base salary increase for the Act 93 members shall be determined by averaging the base salary increase for the Act 93 members of the four sending school districts.

The total salary increase as indicated in the Salary Guide is a combination of the Base Increase, the position in the Salary Range Quartiles and Performance Appraisal.

### SALARY GUIDE

#### Range/Quartile/Percent

	1 <sup>st</sup> Quartile	2 <sup>nd</sup> Quartile	3 <sup>rd</sup> Quartile	4 <sup>th</sup> Quartile
<b>Distinguished</b>	2.82	2.256	1.41	0.846
<b>Proficient</b>	2.32	1.85	1.16	0.696
<b>Needs Improvement</b>	0.6	0.4	0.3	0.2
<b>Failing</b>	0	0	0	0

APPENDIX C

**MIDDLE BUCKS INSTITUTE  
OF TECHNOLOGY**

*Administrative Performance Appraisal*

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Evaluated By: \_\_\_\_\_

Position: \_\_\_\_\_

Year: \_\_\_\_\_

## I. GENERAL ADMINISTRATIVE PERFORMANCE CRITERIA

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3	<b><i>Distinguished</i></b>	Consistently exceeds requirements and expectations.
2	<b><i>Proficient</i></b>	Consistently meets and often exceeds requirements and expectations.
1	<b><i>Needs Improvement</i></b>	Needs improvement in meeting requirements and expectations.
0	<b><i>Failing</i></b>	Does not meet minimum performance standards.

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*Directions: Using the above criteria, assign appropriate criteria points (0 - 3) which most accurately describes the general performance of the person being evaluated.*

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# MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

## Supervisor Instructional Administrator Performance Self-Appraisal and Appraisal

*Note: For Self-Appraisal, fill in shaded columns for Evidence, No Evidence, or N/A and provide any narrative, as necessary, in "Comment" box.*

**NAME:** \_\_\_\_\_

**School Year:** \_\_\_\_\_

Domain	Component	Rating	Evidence		No Evidence		N/A	
<b>Strategic/ Cultural Leadership</b>	1a: Creates an Organizational Vision, Mission, and Strategic Goals							
	1b: Uses Data for Informed Decision Making							
	1c: Builds a Collaborative and Empowering Work Environment							
	1d: Leads Change Efforts for Continuous Improvement							
	1e: Celebrates Accomplishments and Acknowledges Failures							
Comment								
<b>Systems Leadership</b>	2a: Leverages Human and Financial Resources							
	2b: Ensures School Safety							
	2c: Complies with Federal, State, and LEA Mandates							
	2d: Establishes and Implements Expectations for Students and Staff							
	2e: Communicates Effectively and Strategically							
	2f: Manages Conflict Constructively							
	2g: Ensures a High Quality, High Performing Staff							
Comment								
<b>Leadership for Learning</b>	3a: Leads School Improvement/Curricular Initiatives							
	3b: Aligns Curricula, Instruction, and Assessments							
	3c: Implements High Quality Instruction							
	3d: Sets High Expectations for All Students through Leadership in the Supervisor's area							

Domain	Component		Rating	Evidence		No Evidence		N/A	
	3e: Maximizes Instructional Time								
Comment									
Professional and Community Leadership	4a: Maximizes Parent and Community Involvement and Outreach in the Supervisor's area								
	4b: Shows Professionalism								
	4c: Supports Professional Growth								
Comment									
Student Achievement	5a. Criteria may include the following:								
	• Achievement of Annual Measurable Objectives								
	• Achievement on Pennsylvania System of School Assessment (PSSA) tests								
	• Achievement on Keystone Exams								
	• Student Growth as Measured by the Pennsylvania Value-Added Assessment System								
	• Attrition Rates or Graduation Rates								
	• Any Additional Criteria								
Comment									

OVERALL ASSESSMENT

- ☐ Distinguished
- ☐ Proficient
- ☐ Needs Improvement
- ☐ Failing

Employee's Signature

Date

Evaluator's Signature

Date

## MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

### Non-Instructional Administrator Performance Self-Appraisal and Appraisal

*Note: For Self-Appraisal, fill in shaded columns for Evidence, No Evidence, or N/A and provide any narrative, as necessary, in "Comment" box.*

**NAME:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

Domain	Component	Rating	Evidence	No Evidence	N/A
<b>Strategic/ Cultural Leadership</b>	1a: Creates an Organizational Vision, Mission, and Strategic Goals				
	1b: Uses Data for Informed Decision Making				
	1c: Builds a Collaborative and Empowering Work Environment				
	1d: Leads Change Efforts for Continuous Improvement				
	1e: Celebrates Accomplishments and Acknowledges Failures				
	1f: Leads Improvement Initiatives				
	1g: Aligns Work with District Goals				
Comment					
<b>Systems Leadership</b>	2a: Leverages Human and Financial Resources				
	2b: Ensures Staff Safety				
	2c: Complies with Federal, State, and LEA Mandates				
	2d: Communicates Effectively and Strategically				
	2e: Manages Conflict Constructively				
Comment					

<b>Professional Leadership</b>	3a: Maximizes Staff Involvement and Outreach							
	3b: Shows Professionalism							
	3c: Supports Professional Growth							
	3d: Implements High Quality Work							
	3e: Sets High Expectations for All Staff							
	3d: Maximizes Work Time							
	3e: Additional Criteria							
<b>Comment</b>								

OVERALL ASSESSMENT

- ☐ Distinguished
- ☐ Proficient
- ☐ Needs Improvement
- ☐ Failing

Employee's Signature

Date

Evaluator's Signature

Date

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## ASSESSMENT SUMMARY

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Section I - General Administrative Performance - Total Score: \_\_\_\_\_  
(100 max.)

Section II - Performance Objectives Score - Total Score: \_\_\_\_\_  
\_\_\_\_\_  
 $\frac{\text{Total Possible Points} \times 100}{\text{Total Possible Points}}$  (100 max.)

**TOTAL OVERALL SCORE:** \_\_\_\_\_  
(200 max.)

**TOTAL RATING** \_\_\_\_\_  
( $\div$  Total Overall Score by 50) (4 max.)

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Evaluated By: \_\_\_\_\_ Date \_\_\_\_\_

I have had the opportunity to review, discuss and response to this evaluation. My signature does not necessarily indicate that I agree with its content.

Employee's Signature: \_\_\_\_\_ Date \_\_\_\_\_