

HANOVER PUBLIC SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: ADMINISTRATORS' COMPENSATION PLAN

ADOPTED: March 27, 1991

REVISIED: [February 2015](#)

328.1. ADMINISTRATORS' COMPENSATION PLAN

1. Purpose

The purpose of this policy is to provide a means by which compensation matters affecting school administrators can be resolved within the framework of a management team philosophy in accordance with Act 93 of 1984. This policy takes into consideration that each position has a value relative to the others and that salaries should be related to state and local salaries. Employees covered are those referred to in Section 1164(a) of Act 93, and includes other first-level supervisors not already included in a bargaining unit. This plan will remain in effect for at least one year.

2. Definition

For purposes of this plan, the term **administrator** shall include the following positions:

3. Guidelines

Assistant to the Superintendent for Curriculum and Instruction

~~Assistant to the Superintendent for Instructional Support~~

High School Principal

Middle School Principals

Elementary School Principals

Assistant High School Principal

~~Assistant Middle School Principal~~

Director of Special Ed Programming

~~Director of Maintenance Facilities Engineer~~

~~Practical Nursing Coordinator~~

Athletic Director

~~Director of Secretary to the Superintendent~~

Technology Coordinator

Cafeteria ~~Manager Supervisor~~

Salaries and related compensation for administrators will be determined following an annual meet-and-discuss meeting of the committee specifically convened to discuss salaries and benefits.

Salary

Annual salaries will be determined following a formal Meet and Discuss committee session. The Board will receive recommendations from the Superintendent and approve or disapprove recommendations based on their merit.

1. Recommendations will be prepared in writing and will include specific accomplishments of the individual during the period of last evaluation. Evaluations will accompany recommendations.
2. Recommendations will consider the district's financial condition and will reflect consideration of the local economy and the effect of salary levels on the taxpayers' ability to sustain costs.
3. Administrators should understand that there is no right to a pay raise each and every year and that the Board reserves the right to not only overrule the Superintendent's recommendations, but to freeze a given salary for one or more years.
4. The Superintendent shall present salary recommendations to the Board prior to implementing them and before discussing them with administrators.

5. Specific management objectives for the coming year will be determined in a meeting between the administrator and his/her direct supervisor. The degree by which these have been accomplished will be evaluated in a conference.

A final evaluation conference will be held between the administrator and his/her direct supervisor to evaluate all phases of administrative performance and determine a final rating.

The Superintendent will report the results of each evaluation to the Board and make appropriate recommendations for the administrators' new salaries.

Meet And Discuss Committee

1. A committee shall be established to meet and discuss matters affecting this policy.
2. The committee shall meet at least once annually and at other times as requested by representatives of the Board or the administrators.
3. The committee shall be composed of three (3) representatives from the administrators, two (2) or more members of the Board and the Superintendent.

Benefit Guidelines

The district shall provide the following benefits to all administrators:

1. All fringe benefits including, but not limited to, hospitalization, life insurance, long-term disability insurance, medical, dental, and vision insurance will be equal to or greater than those received by any other group of employees in the school district.
2. The school district will pay professional dues to one national and one state association, subject to approval of the Superintendent after review by the Board.
3. All twelve-month administrators will receive the following eleven (11) paid holidays:

New Year's Day
Good Friday
Memorial Day
July 4
Labor Day
Thanksgiving and the day after
Christmas Eve

Christmas
Presidents' Day

If these days fall on a weekend, the Superintendent will designate the preceding Friday or the following Monday as the paid day off.

All administrators shall receive the following paid holiday:

Easter Monday
(The Board reserves the right to change the holiday dependent upon school calendar changes.)

Pol. 334

4. All administrators will receive one sick day per month of employment, which shall accumulate without limit during the time of employment. Sick days will be in accordance with Policy 334.

Pol. 337

5. Vacation will be in accordance with Policy 337.

6. Life insurance for all administrators shall be based on the annual salary of the administrator rounded to the nearest thousand.

Salary Ranges

Salary ranges will be set each year after recommendations are received by the Board. The Board reserves the right to set maximum salaries and freeze employees at that salary.

--	--

DRYAFFE