

SOUTHERN LEHIGH

SCHOOL DISTRICT

**5775 Main Street
Center Valley, Pennsylvania 18034**

ADMINISTRATIVE

COMPENSATION PLAN

2025-2029

TABLE OF CONTENTS

I.	DURATION OF PLAN.....	1
II.	DEFINED TERMS	1
III.	GOALS OF PLAN	1
IV.	COVERED CLASSIFICATIONS.....	2
V.	WORK YEAR	3
VI.	SALARIES OF ADMINISTRATORS	3
VII.	ANNUAL SALARY RANGES.....	4
VIII.	BASE EQUITY ADJUSTMENTS FOR FY2025-26AND FY2026-27	5
IX.	WORK WEEK	6
X.	PAID TIME OFF	6
	(a) Holidays.....	6
	(b) Vacation.....	6
	(c) Personal Days	7
	(d) Emergency days.....	8
	(e) Sick Leave	8
	(f) Bereavement Funeral Leave	9
XI.	UNPAID TIME OFF - (LEAVES OF ABSENCE)	9
XII.	INSURANCE BENEFITS	9
	(a) Life Insurance	9
	(b) Health Insurance	10
	(c) Dental Insurance	10
	(d) Long-Term Disability Insurance.....	10

(e)	Vision Care Program.....	10
(f)	Prescription Plan.....	11
(g)	Employee Contribution to Benefit Premiums.....	11
XIII.	SEVERANCE BENEFITS	12
XIV.	MISCELLANEOUS	13
(a)	Travel Reimbursement.....	13
(b)	Tax Sheltered Annuities	13
(c)	Reserved	13
(d)	Professional Associations	14
(e)	Tuition Reimbursement Eligibility	14
(f)	403(b) Plan Contributions.....	15
XV.	ADDENDUM.....	15

I. DURATION OF PLAN

This Compensation Plan shall become effective on July 1, 2025 and shall remain in full force and effect through June 30, 2029.

II. DEFINED TERMS

For the purposes of this Compensation Plan it is understood that the Positions included shall be specifically addressed by Section 11-1164 of the Public School Code as set forth below:

- “*Board*” – means the Board of Schools Directors of the Southern Lehigh School District.
- “*District*” – means the Southern Lehigh School District.
- “*Compensation Plan or Plan*” – means this Administrator’s Compensation Plan.
- “*Position*” “*Administrator*” – means “*School Administrator*” as defined in Section 11-1164(a) of the Public School Code of 1949, as amended. That means any employee of the District below the rank of District Superintendent, Assistant District Superintendent, but including the rank of the first level supervisor, who by virtue of assigned duties is not in a marketing unit of public employees created under the Public Employee Relations Act. While the definition shall include Principals, it shall not apply to anyone else who has the duties and responsibilities of the position of business manager or personnel director.

III. GOALS OF PLAN

The structure of the Plan is intended to provide (a) a form of internal equity among Positions; (b) a compensation structure which balances overall budget objectives at a 95% of parity level with Districts deemed by the Board to be in the same regional market place as the District; (c) a system to establish the compensation level of each Administrator for the school years for which the Plan is applicable; (d) to reward employees for staying in the District in accordance with the District developed “experience factor”; (e) and “develop a more flexible compensation system that periodically reviews market place conditions after two years during the Plan”.

IV. COVERED CLASSIFICATIONS

For purposes of this Compensation Plan, it is understood that the positions included shall be those specifically addressed by Section 1164 of the Public School Code and any additional positions that the Board may, from time to time, deem appropriate. Board decisions regarding the applicability of this program and position evaluations may be subjects of “meet and discuss” sessions with representatives of the administrative employees at their request. Full time positions covered by this program include the following:

TIER I (Supervisory, Certificated):

- Director of Special Education & Student Services
- Director of Curriculum & Instruction
- Principal, Southern Lehigh High School
- Principal, Southern Lehigh Middle School
- Principal, Joseph P. Liberati Intermediate School
- Principal, Hopewell Elementary School
- Principal, Liberty Bell Elementary School
- Assistant Principal, Southern Lehigh High School
- Assistant Principal, Southern Lehigh Middle School\
- Assistant Principal, Joseph P. Liberati Intermediate School

TIER II (Supervisory, Non-Certificated):

- Director, Technology
- Director, Support Services (*formerly Facilities*)
- Director, Athletics
- Director, Food Services

TIER III (Non-Supervisory, Non-Certificated):

- Assistant Director, Technology
- Assistant Director, Business & Finance

TIER IV (Confidential):

- Executive Assistant, Superintendent of Schools
- Coordinator, Academic & Student Services
- Coordinator, Business Services
- Coordinator, Benefits & Purchasing
- Human Resources Generalist
- Athletic Office Coordinator

During the duration of this Plan, the Superintendent and/or the Assistant Superintendent shall have the authority to create additional positions can be covered pursuant to this Plan, subject to concurrence by the Board and subject to informing the leadership of the Administrators covered by this Plan.

V. WORK YEAR

The covered Administrators under this Plan will follow these established calendar approved by the Board;

- The Superintendent, in his or her sole discretion, may modify the summer hours of the Administrators.
- Summer Hours will be established by the last student day of the school year.
- Administrators will work either a 260 or 261 day calendar year.

VI. SALARIES OF ADMINISTRATORS

Salaries of Administrators covered by this Compensation Plan shall be subject to annual increases/adjustments during the fiscal years of this Plan.. Annual salary adjustments shall be subject to the following:

- A base percentage increase equivalent to the Base Act 1 Index established by Act 1 of 2006 not to exceed the following percentages for each year of the Plan, not including any equity adjustments:

YEAR	MAXIMUM PERCENT INCREASE
July 1, 2025	3.50%
July 1, 2026	3.50%
July 1, 2027	3.20%
July 1, 2028	3.10%

- Any salary increase shall be predicated upon an Administrator receiving a final evaluation rating of “proficient” or “distinguished”. An administrator who receives a final evaluation rating of “failing” or “needs improvement” will not receive that year’s raise. However, such Administrator will still receive the equity adjustment slated for the 2025-2026 and 2026-2027 school years.
- Salary increases for Administrators shall be limited by the maximum ranges established for each one of the administrative positions.

- Newly hired Administrators shall be compensated at salaries to be determined by the Board at the time of hire, subject to the minimum and maximum wages established for the position. .
- The Board reserves the right to review compensation for both current and new hires at the conclusion of the 2026-2027 school year. This compensation review will not trigger any of the Board's meet and discuss obligations pursuant to Section 11-1164 of the School Code.

VII. ANNUAL SALARY RANGES

POSITION TITLE	MINIMUM	MIDPOINT	MAXIMUM
TIER I			
Director, Special Education & Student Services	\$117,000	\$138,000	\$158,000
Director, Curriculum & Instruction	\$105,000	\$123,000	\$142,000
Principal, High School	\$137,000	\$161,000	\$186,000
Principal, Middle School	\$124,000	\$146,000	\$168,000
Principal, Intermediate School	\$122,000	\$143,000	\$165,000
Principal, Elementary School			
Assistant Principal, High School	\$106,000	\$125,000	\$144,000
Assistant Principal, Middle School	\$101,000	\$119,000	\$137,000
Assistant Principal, Intermediate School	\$91,000	\$108,000	\$124,000
TIER II			
Director, Technology	\$121,000	\$142,000	\$163,000
Director, Support Services	\$114,000	\$134,000	\$154,000
Director, Athletics	\$100,000	\$117,000	\$135,000
Director, Food Services	\$87,000	\$102,000	\$117,000
TIER III			
Assistant Director, Business & Finance	\$82,000	\$97,000	\$111,000
Assistant Director, Technology	\$90,000	\$106,000	\$121,000
TIER IV			
Executive Assistant, Superintendent	\$59,000	\$70,000	\$80,000
Coordinator, Academic & Student Services	\$47,000	\$55,000	\$63,000
Coordinator, Business Services	\$50,000	\$59,000	\$67,000
Coordinator, Benefits & Purchasing	\$53,000	\$62,000	\$72,000
Human Resources Generalist	\$51,000	\$61,000	\$70,000
Athletic Office Coordinator	\$40,000	\$50,000	\$60,000

The salary ranges in this chart will increase annually in accordance with the base Act 1 index established for the 2026-2027, 2027-2028, and 2028-2029 school years.

VIII. BASE EQUITY ADJUSTMENTS FOR FY2025-26 AND FY2026-27

EQUITY ADJUSTMENTS (FOR EMPLOYEES HIRED ON OR BEFORE JUNE 30, 2025)			
POSITION	BOARD HIRE DATE	YR1 (FYE2026) ADJUST	YR2 (FYE2027) ADJUST
Director, Curriculum & Instruction	11/21/2022	\$3,908	
Director, Special Education & Student Services	1/9/2012	\$3,000	
Principal, Southern Lehigh High School	6/13/2022	\$9,499	\$5,476
Principal, Southern Lehigh Middle School	8/9/2021	\$8,600	\$4,958
Principal, Joseph P. Liberati Intermediate School	6/29/2009	\$2,519	\$1,495
Principal, Liberty Bell Elementary School	8/9/2021	\$7,183	\$4,150
Principal, Hopewell Elementary School	3/11/2019	\$9,626	\$3,471
Assistant Principal, Southern Lehigh High School	8/9/2021	\$3,317	\$1,942
Assistant Principal, Southern Lehigh High School	1/8/2024	\$2,833	\$1,666
Assistant Principal, Southern Lehigh Middle School	4/14/2025	\$9,545	
Assistant Principal, Joseph P. Liberati Intermediate School	10/24/2022	\$3,460	
Director, Athletics	8/14/2023	\$5,285	\$3,059
Director, Food Services	10/10/2011	\$7,582	\$4,360
Assistant Director, Business & Finance	11/13/2023	\$6,729	
Assistant Director, Technology	11/21/2022	\$8,385	
Executive Assistant, Superintendent	10/25/2021	\$2,863	
Coordinator, Academic & Student Services	02/27/2023	\$3,076	
Coordinator, Business Services	10/26/2004	\$3,078	
Coordinator, Benefits & Purchasing	11/25/2013	\$3,080	
Human Resources Generalist	9/12/2022	\$2,933	
Athletic Office Coordinator	10/07/2005	\$3000	

Equity adjustments for the positions in question will be applicable for the 2025-2026 and 2026-2027 school years and will increase the base salary of the applicable Administrator for the year in question.

IX. WORK WEEK

Payroll Work Week

The payroll workweek shall start at 12:00 am Sunday and continue until 11:59 pm Saturday.

X. PAID TIME OFF

(a) Holidays

Full-time Administrators shall be provided with all school holidays set forth on the official school calendar. Administrators are expected to attend work on days before and after holidays unless excused by the Superintendent.

(b) Vacation

All full-time Administrators with at least one calendar year's service will receive twenty (20) vacation days annually on July 1.

Newly hired full-time Administrators shall immediately receive ten (10) days of vacation to be used from their date of hire to their first anniversary. Upon that first anniversary, they will be awarded vacation that will be proportionally equivalent to twenty (20) days of vacation per year to be used for the period from their first anniversary date until the next July 1. On the following July 1, the employee will be awarded twenty (20) days.

Existing District employees entering positions covered by this Compensation Plan shall not have their previous level of vacation reduced, nor will their annual vacation be compounded.

Administrators are encouraged and expected to fully utilize vacation leave. However, circumstances may arise from time to time that prevent an administrator from taking vacation leave in a timely fashion. Twelve-month administrative employees shall have the option of carrying unused vacation days into the following school years.

The maximum number of vacation days to be used by any administrative employee in any year (including any granted but unused vacation days from prior years) shall not exceed thirty (30) days.

The above thirty (30) days per year limitations shall include vacation time paid out at termination of employment other than retirement.

Administrators shall secure approval from the appropriate Supervisor to schedule vacation days.

At the time of retirement from the District, an administrative employee shall be entitled to receive compensation for all unused vacation days up to but not exceeding fifty (50) days. The total of all vacation days payable to any administrator in the year of retirement shall not exceed fifty (50). This includes payout at time of retirement.

Upon retirement, a qualifying employee shall be entitled to extend the actual date of retirement by the sum of these days or to receive lump sum payment for all granted or accumulated unused vacation days, not to exceed fifty (50) days paid in the last year of employment.

Payment shall be made as a non-elective employer contribution into a 403(b) tax-sheltered annuity account, in accordance with IRC 403(b)(3). This account shall be established by the eligible Employee from the list of plans available from the District, prior to the District contribution. Failure to establish an account will result in forfeiture of the benefit. All Employees who have accumulated less than One Thousand Dollars (\$1,000.00) will receive cash compensation, and all others will receive the benefit in the form of a non-elective employer contribution to the employee's (403(b) account.

Such employer contribution shall be made as a one-time employer contribution in the first calendar year after the year of the Administrator's retirement; provided, however, that if, and to the extent that, such contribution, when combined with the Administrator's own 403(b) deferrals as well as the employer contribution for unused sick leave upon retirement to Administrator's 403(b) account, if any, would not be permitted by law for any reason, including but not limited to the reason that such contributions would violate any non-discrimination rules in effect pursuant to the Internal Revenue Code, such contributions or any excess portion thereof shall be included in Administrator's taxable income for the Administrator's year of retirement and the deposit shall be reduced by the amount of any withholding under any applicable local, state, or federal laws.

Upon the request of the administrator and upon approval of the Superintendent or his/her designee, an Administrator's unused vacation days in a given year may be converted to sick days at a rate of one vacation day will convert to one sick day.

(c) Personal Days

Full-time Administrators shall receive four paid personal days per fiscal year. They may use up to five (5) personal days in each fiscal year. These days shall be pro-

rated for those commencing employment during the school year. Unused personal days shall accumulate from year to year. Approval for personal days shall be secured from the Superintendent or appropriate supervisor.

(d) Emergency days

Administrators, during the course of the school year, shall be eligible for two (2) emergency days of leave without loss of salary. For the purpose of this clause, the day will begin at 8:00 p.m. preceding the workday for which the emergency day is being used. An emergency day is a day upon which some unforeseen happening occurs which calls for immediate action such as, but not limited to, (1) immediately family*illness requiring hospitalization or doctor's care, (2) accidents occurring either personally or within the immediate family*, (3) fire, (4) flood or any other unforeseen happening which can be construed as an emergency. As emergencies cannot be predicted prior to their occurrence, it shall be the responsibility of the Administrator involved to forward the written documentation for the emergency day's leave to the District Superintendent stating, therein, the reason within five (5) school days.

*Family: father, mother, spouse, biological or adopted child, near relative who resides in the same household or any person with whom the Administrator has made his/her home.

(e) Sick Leave

Sick leave shall be granted on July 1 of each year. A 12-month administrative employee would receive twelve (12) days per year. Annually, all of the days of sick leave awarded in a school year may be used for family sick days. For this purpose, family members shall be limited to: father, mother, spouse, biological or adopted child, or other person who resides in the same household as the employee. Once these days are carried over into a new school year, they may only be used for employee sick days.

Any new Act 93 employee beginning employment shall be granted sick leave accumulated with another accredited institution to a maximum of sixty (60) days upon written confirmation from the previous district.

Should any Administrator's status change to a leave during which they receive worker's compensation benefits, at no time will the daily paid sum of sick leave, when combined with daily worker's compensation paid to any administrator, exceed one hundred percent (100%) of regular daily salary at time of injury.

(f) Bereavement Funeral Leave

Whenever a full-time Administrator shall be absent from duty to arrange, to attend and/or to travel to funeral or memorial services for a member of the immediate family of said Administrator, there shall be no deduction in the salary of said Administrator for an absence or absences not in excess of five (5) school days within a period of ten (10) days of the death. This inclusionary period may be extended with the approval of the Superintendent or his/her designee. Members of the immediate family shall be defined as: father, mother, spouse, biological or adopted child, brother, sister, parent-in-law, son-in-law, daughter-in-law, grandparent, grandchild or near relative who resides in the same household, or a person with whom the Administrator was living at the time of death or any step-relative corresponding to those immediate family members named above. "Step-relative" shall be defined as one of the above-listed family members genetically related to an Administrator's spouse from a previous relationship, or an adopted person of an Administrator's spouse from a previous relationship.

Whenever a full-time Administrator shall be absent from duty because of death of a near relative of said Administrator, there shall be no deduction in the salary of said Administrator for an absence not to exceed two (2) school days to arrange, to attend and/or to travel to funeral or memorial services. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, brother-in-law, sister-in-law or grandparent-in-law.

XI. UNPAID TIME OFF - (LEAVES OF ABSENCE)

Administrators shall be provided with all unpaid leave benefits as specified by Board policy.

XII. INSURANCE BENEFITS

All benefits under any category of insurance in this section will be available and payable to eligible Administrators and their dependents subject to the applicable terms of the insurance contract or benefit plan in force at the time of the claim.

(a) Life Insurance

Group term life and accidental death and dismemberment insurance coverage shall be maintained at a level of two (2) times base salary for all full-time active Administrators, but not below One Hundred Thousand Dollars (\$100,000) or above Three Hundred Thousand Dollars (\$300,000).

The amount of Life Insurance and the Accidental Death and Dismemberment Insurance for any employee shall be reduced by fifty percent (50%) upon the attainment of his/her 70th birthday.

Such coverage shall remain in force only while an Administrator remains employed by District. Cost of life insurance coverage in excess of \$50,000 will be included in taxable income.

(b) Health Insurance

Full-time eligible Administrators covered under this Compensation Plan shall continue to have the health insurance (medical, dental, prescription) plan options, contributions and deductions identical to that which is offered to active employees of the Southern Lehigh Education Association.

Medical coverage for eligible Administrators and eligible dependents - as defined in the said plans shall be available upon execution of the required forms.

(c) Dental Insurance

The District shall continue Dental Plus dental coverage or its equivalent to full-time Administrators, including eligible dependents during the appropriate enrollment periods. There shall be no new enrollment in the Dental Plus plan. Dental Plus will be extended to include any dependents as prescribed by federal law. Any premium costs of Dental Plus, or its equivalent, in excess of the premium for the traditional Dental program shall be borne by the individual Administrator. The current coverage in place is subject to any changes as set forth under section (b) Health Insurance.

(d) Long-Term Disability Insurance

The District shall pay the premium for full-time Administrators for long-term disability insurance providing a benefit equal to sixty percent (60%) of their monthly salary up to a maximum of Five Thousand Dollars (\$5,000), with benefits payable per provisions of the underlying insurance policy. The elimination or waiting period is the thirty-one (31) days or exhaustion of accumulated sick leave, whichever occurs later.

(e) Vision Care Program

The Employer shall make available a vision care program which provides coverage for employees and immediate family members. An employee may be reimbursed up to \$675 over the four-year term of this Agreement for the costs of an examination by a licensed vision care practitioner and the purchase of eyeglass lenses and frames.

Reimbursement shall be made subsequent to the submission to the Business Office of a receipt for the examination and/or lenses or frames that is less than one (1) year old. Once an employee has been reimbursed a total of \$675 or the costs of exams, glasses, and/or frames, the employee shall not be entitled to any additional reimbursement for such purchases for the balance of the four-year Agreement.

In order to be reimbursed for vision care, all receipts must be turned into the Business Office no later than one year from the date of vision care.

(f) Prescription Plan

Full-time Administrators shall be provided with prescription drug insurance coverage as provided by the Lehigh County Consortium Prescription program, or its equivalent, for each Administrator and his/her family, including any dependents as prescribed by federal law. The current coverage in place is subject to any changes as set forth under section (b) *Health Insurance* and a current co-pay up to:

\$55.00 per prescription for brand name prescriptions,
\$10.00 per prescription for generic prescriptions,
\$30.00 per prescription for formulary brand name prescriptions.

The District shall offer to Administrators the Lehigh County Consortium Mail Order Drug Program or its equivalent at a co-pay up to:

\$100.00 per prescription for brand name prescriptions,
\$20.00 per prescription for generic prescriptions,
\$50.00 per prescription for formulary brand name prescriptions.

Administrators will be required to utilize the Lehigh County Consortium Mail Order Drug Program for maintenance-type drugs for ongoing or chronic conditions following the Administrator's purchase of his/her first refill of the prescription.

(g) Employee Contribution to Benefit Premiums

For the term of this Plan, eligible Administrators electing coverage shall be required to make contributions equal to that which is outlined in the Southern Lehigh Education Association (SLEA) Agreement as applicable for the fiscal year in question. Such contributions and plan design provisions shall include but not be limited to implementing the spousal surcharge provisions. Payments will be made through payroll deductions.

XIII. SEVERANCE BENEFITS

Payment for Unused Sick Days

Upon retirement, full-time Administrators shall receive severance pay in the amount of **Forty-Three Dollars** (\$43.00) per day for all unused sick leave. These payments shall be subject to the following conditions:

- The employee will have completed ten (10) years of full-time service within the District.
- The employee shall have applied for and have been accepted by the Public School Employees' Retirement Board for payment of retirement benefits.

Such employer contribution shall be made as a one-time employer contribution in the first calendar year after the year of the Administrator's retirement; provided, however, that if, and to the extent that, such contribution, when combined with the Administrator's own 403(b) deferrals as well as the employer contribution for unused vacations days upon retirement to Administrator's 403(b) account, if any, would not be permitted by law for any reason, including but not limited to the reason that such contributions would violate any non-discrimination rules in effect pursuant to the Internal Revenue Code, such contributions or any excess portion thereof shall be included in Administrator's taxable income for the Administrator's year of retirement and the deposit shall be reduced by the amount of any withholding under any applicable local, state, or federal laws.

Payment shall be made as an employer contribution into a 403(b) tax-sheltered annuity account, in accordance with IRC 403(b)(3). This account shall be established by the eligible Employee from the list of plans available from the District, prior to the District contribution. Failure to establish an account will result in forfeiture of the benefit. All Employees who have accumulated less than One Thousand Dollars (\$1,000.00) will receive cash compensation, and all others will receive the benefit in the form of a non-elective employer contribution to the employee's 403(b) account.

Health Insurance

The District shall pay, less a monthly retiree premium contribution equal to the amounts set forth in Article IX (g) for coverage of medical, prescription and dental benefits (health insurance) under the current district plan for a qualified retiring full-time Administrator until the Administrator has reached age 65.** A qualified Administrator can purchase, at his or her own expense, coverage under any of the District's group plans.

Qualified means that the Administrator is a minimum of fifty-five (55) years old or has thirty (30) years of credited service in the Public School Employees Retirement System and has been employed by the Southern Lehigh School District for a minimum of ten (10) years, and no sabbatical has been taken (with the exception of a sabbatical for purposes of health restoration) during the last seven (7) years of employment with the School District. An eligible retiree can purchase dependent health insurance at no cost to the District through the District's ongoing group plans with approval of the carrier.

The District retains the right to modify the health insurance to be provided at any time during the period a retiree is being provided health insurance. Should a retiree who is receiving health insurance become eligible for insurance as a result of employment anywhere else, he/she must notify the District immediately and the District-provided health insurance will be terminated.

****Upon reaching age sixty-five (65), the retired Administrator will have the option, at his or her own expense, to purchase and maintain medical, prescription, and dental coverage for himself/herself and his/her dependents through the District's ongoing current group plans.**

Continuation of Insurance

The present group term life insurance plan (or equivalent plan) at the level of Five Thousand Dollars (\$5,000) of coverage for the retired Administrator at District expense will be provided with the approval of the insurance carrier.

XIV. MISCELLANEOUS

(a) Travel Reimbursement

When an Administrator is obliged to provide, at his/*her* own expense, automobile transportation pursuant to assigned duties or to attend work-related conventions, conferences, etc., mileage expenses shall be reimbursed to the employee at the rate established by the IRS at the time of travel.

(b) Tax Sheltered Annuities

The employer agrees to make payroll deductions for employees who desire and properly authorize such deductions for tax-sheltered annuities.

(c) Reserved

(d) Professional Associations

Contribution shall be made to an Administrator's professional association does not to exceed a total of Seven Hundred Dollars (\$700) per year.

(e) Tuition Reimbursement Eligibility

Coursework must be judged by the Superintendent, or his/her designee, and the School Board to be applicable to the full-time Administrator's current job responsibilities, taken through a PDE-approved institution and be pre-approved by the Superintendent, or his/her designee, and the Board to be eligible for reimbursement. Tuition reimbursement for PDE-accredited graduate study at all levels is also subject to the same conditions, as well as Superintendent and Board pre-approval.

Tuition reimbursement shall be administered in accordance with section 127 of the Internal Revenue Code. To the extent approved tuition reimbursement that is not Board-requested exceeds the IRS limit under Internal Revenue Code section 127, such excess will be deemed to be taxable income.

Reimbursement shall be made following the submission of proof of completion of all coursework with a grade of "B" or better, and proof of tuition payment.

Tuition Rate per Credit

Approved tuition reimbursement for full-time Administrators shall be provided up to the rate of Six Hundred Dollars (\$600) per credit, or cost per credit, whichever is the lesser, for a maximum of twelve (12) credits per school year. If the Board requests an Administrator to take a course or courses, the Board shall reimburse the employee for the full cost of the tuition.

Tuition Refund Dollars and Penalties

An employee must remain in the employment of SLSD for forty-eight (48) months following the date of submission to the Human Resources office of a request for reimbursement for collegiate study or continuing professional education. Otherwise, the cost of reimbursement will be returned to SLEA. In the event the employee leaves employment with SLSD, including but not limited to, resignation, termination or retirement, prior to the forty-eight (48) month period or SLSD terminates the employee for unsatisfactory performance or disciplinary reasons, the re-payment will be prorated as follows:

PERIOD FROM SUBMISSION OF REQUEST FOR REIMBURSEMENT TO EMPLOYEE'S DEPARTURE	AMOUNT OF REPAYMENT
Less than one year	Full Amount
Greater than or equal to one but less than two years	Three-Quarters
Greater than or equal to two years but less than three years	One-Half
Greater than or equal to three years but less than four years	One-Quarter
Greater than or equal to four years	Zero

There shall be forgiveness of the repayment if a spouse's job transfer prevents the employee from continuing work with the SLSD. or for any other extraordinary circumstance(s) as approved by the Superintendent.

In the event the employee fails to payback the coursework/continuing professional development fees that were reimbursed and legal means must be used to collect the repayment, the employee will also be responsible to pay any and all SLSD attorney's fees necessary to pursue the repayment, any accrued interest on the repayment and any other fees paid by SLSD to collect the reimbursements.

SLSD will subtract any owed money from the employee's last paycheck.

(f) 403(b) Plan Contributions

The District will provide matching employer contributions to each full-time Administrator's 403(b) account, at a rate of fifty cents (50¢) of employer contribution per dollar of employee contribution, not to exceed a maximum employer contribution of two percent (2%) of the Administrator's base salary. Such contributions shall be administered in accordance with the applicable sections of the Internal Revenue Code and the District's 403(b) plan document.

XV. ADDENDUM

Notwithstanding the intentions of the District and the Administrators to meet and discuss compensation arrangements for the beginning July 1, 2025, for the duration of this Plan, it must be openly stated, should budgetary concerns arise due to the effects of any state law or its provisions, or any impact of federal funding modifications, that one or more of the preceding Sections may be reopened and action taken in an effort to comply with the law. In addition, the District shall retain the right to make modifications to this Plan in the event that they are substantive changes made to the health benefit program of the school district.