



# **SOUTHERN LEHIGH SCHOOL DISTRICT**

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

## ***ADMINISTRATIVE COMPENSATION PLAN***

***2022-2025***

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## **I. DURATION OF PLAN**

This Compensation Plan shall become effective on July 1, 2022 and shall remain in full force and effect through June 30, 2025.

## **II. 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:

- High School Principal
- Middle School Principal
- Intermediate School Principal
- Elementary School Principal
- High School Assistant Principal
- Middle School Assistant Principal
- Intermediate School Assistant Principal
- Director of Facilities
- Support Services Coordinator
- Director of Special Education and Student Services
- Director of Curriculum & Instruction, K-12
- Athletic Director
- Director of Technology

## **III. WORK YEAR**

The Act 93 group will follow the established calendar approved by the Board of Directors.

- The Superintendent, in his sole discretion, may modify the summer hours of the Act 93 employees.
- Summer Hours will be established by the last student day of the school year.

## **IV. COMPLAINT PROCEDURE**

Recognizing that reconciliation of complaints is in the best interests of the students, parents and the general public served by the School District and administrators, all complaints which may arise out of the interpretation of the provisions of this Compensation Plan and the conditions of work specified herein shall be resolved as

expeditiously as possible in accordance with the following procedure.

**Step 1.** Any administrator initiating a complaint shall verbally present the complaint to the Superintendent or his/her designee within ten (10) school business days of the alleged problem or occurrence. The Superintendent or his/her designee shall reply to the administrator within ten (10) school business days after receipt of the complaint.

**Step 2.** If the complaint is not resolved by Step 1 to the satisfaction of the administrator, the administrator initiating a complaint shall present the complaint in writing to the Superintendent or his/her designee within ten (10) school business days of the Superintendent's initial reply. The complainant may request a meeting with the Superintendent concerning the complaint; such a meeting may be held at the discretion of the Superintendent. The Superintendent or his/her designee shall reply in writing to the administrator within ten (10) school business days after receipt of the written complaint.

**Step 3.** If the complaint is not resolved by Step 2 to the satisfaction of the administrator, the complaint may be referred to the Board of Education at its first regular meeting occurring ten (10) school business days or more following the Superintendent's written reply by written request of the complainant. The Board of Education shall provide a written reply to the administrator within ten (10) school business days following the meeting at which the complaint has been referred.

Extensions to the time periods above may be mutually agreed upon.

## **V. (Reserved)**

## **VI. SALARIES**

Salaries of administrators covered by this Compensation Plan shall be subject to annual increases/adjustments during the fiscal years of this Plan. The guidelines established in this compensation agreement will determine the specific amount each administrator will receive. New Hires shall be compensated at salaries to be determined by the Board at the time of hire and shall thereafter be subject to annual increases/adjustments during subsequent years as provided below. Any employee who starts work for the district after January 1st will not be eligible for a salary increase until the 2nd July 1st they are employed.

## Administrative/Supervisory Compensation Program

### BASIC CONSIDERATIONS

- We must continue to compete with our surrounding school districts and Intermediate Units for administrative staff.
- Southern Lehigh School District will utilize a customized method of salary determination patterned after the Pennsylvania School Boards' Association salary determination. This salary determination has provided the means to utilize performance evaluation and marketplace analysis to annually compensate administrators.

### METHODOLOGY

Determine a marketplace comparison for administrative staff, i.e.,

- Range I - Directors of Technology, Special Education and High School Principal.
- Range II - Middle School Principal, Intermediate School Principal, Elem School Principals, Director of Curriculum, and Director of Facilities.
- Range III - High School Assistant Principals
- Range IV - Middle and Intermediate Schools Assistant Principals, and Director of Athletics.

\*Coordinator of Support Services will be considered outside of the established ranges and will receive the full % increase

- Establish an average salary for the positions using this as the mid-point for each range.
- The minimum salary for the range is the mid-point (average salary) divided by 1.2.
- The maximum salary for the range is the minimum salary times 1.4.
- The range, consequently, has a range of 40% from the minimum to the maximum. This is shown in Exhibit A.
- Exhibit B – Modified PSBA Salary Adjustment Matrix/Performance Evaluation Model to provide for salary increases/pay raises.
- For the first two years of this agreement, a pot of 3% will be provided to all employee groups covered by this agreement based on total salaries for each range the prior year. For the additional year of this agreement the percent increase will be determined by the board of directors. The pot of dollars will be distributed first using the PSBA salary adjustment matrix performance evaluation chart. Dollars remaining after that distribution will be equally divided among all groups as determined by this agreement, as a Board Determined Factor.

### 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: Distinguished, Proficient, Needs Improvement, Failing
2. Use the following formula:  $\frac{\text{Current Salary}}{\text{Current Midpoint}} = \text{Percentage of the Midpoint}$

3. The percentage of midpoint along with the total evaluation score will determine the pay raise formula by where the two intersect on the matrix.
4. The School Board determines X. The actual pay raise is then determined by the percent added or subtracted from X.

Entry Range I-IV Administrators/Supervisors

Consideration for current starting salaries shall be based on the individual's experience, the starting salary will be at the discretion of the Board of Directors.

## EXHIBIT A

	Minimum	Midpoint	Maximum
<b>Range I</b>	\$108,834.00	\$130,601.00	\$152,368.00
Director of Special Education			
Director of Technology			
High School Principal			
<b>Range II</b>	\$98,000.00	\$117,600.00	\$137,200.00
Elem Principals			
Intermediate School Principal			
Middle School Principal			
Director of Curriculum			
Director of Facilities			
<b>Range III</b>	\$89,739.00	\$107,687.00	\$125,635.00
High School Assistant Principals			
<b>Range IV</b>	\$83,783.00	\$100,540.00	\$117,297.00
Middle School Assistant Principal			
Intermediate School Assistant Principal			
Director of Athletics			

## EXHIBIT B

### ADJUSTMENT MATRIX PERFORMANCE EVALUATION MODEL

#### Evaluation Score

% of midpoint	Distinguished	Proficient	Needs Improvement*	Failing*
81-85%	2.5%+x	2.5%+x	1.75%+x	0
86-90%	2.25%+x	2.25%+x	1.5%+x	0
91-95%	2%+x	2%+x	1.25%+x	0
96-100%	1.75%+x	1.75%+x	1%+x	0
101-105%	1.5%+x	1.5%+x	.75%+x	0
106-110%	1.25%+x	1.25%+x	.5%+x	0
111-115%	1%+x	1%+x	x	0
116-120%	.75%+x	.75%+x	-0.25%+x	0

x = Board Determined Factor  
% as defined by the chart above

\* At no point will employees' salary be reduced from year to year while in the same position.

\*Improvement Plan required

### **Payroll Work Week**

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

## **VII. PAID TIME OFF**

**(a)**

### **(b) 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.

### **(c) 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 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.

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.

**(d) 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.

**(e) 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.

**(f) 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.

**(g) 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.

**VIII. UNPAID TIME OFF – (LEAVES OF ABSENCE)**

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

## **IX. INSURANCE BENEFITS**

All benefits under any category of insurance in this section will be paid according to the terms of the insurance contract 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).

If an Administrator is over age seventy (70) on the effective date of his/her insurance, the amount of Life Insurance and the Accident Death and Dismemberment Insurance for such employee shall be fifty percent (50%) of the amount for which he/she would otherwise be eligible in accordance with this schedule.

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 70<sup>th</sup> birthday.

### **(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 and who, as a person other than the head of the household, is not fully covered under another plan with similar or better benefits and costs of which are paid by another employer – 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) Disability Insurance**

Full-time Administrators who become disabled due to illness and/or injury during the

term of this plan shall, beginning with the thirty-first (31<sup>st</sup>) day of disability as defined in the insurance plan selected by the Employer or the cessation of accumulated sick leave, whichever occurs later, receive the sum of sixty percent (60.0%) of their monthly salary up to a maximum of Five Thousand Dollars (\$5,000) per month while totally disabled, with benefits payable per Plan provisions.

**(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 \$500 over the three-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 \$500 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 three-year Agreement.

In order to be reimbursed for vision care, all receipts must be turned in to 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 period from July 1, 2022 to June 30, 2025 eligible Administrators electing coverage shall be required to make contributions equal to that which is outlined in the Southern Lehigh Education Association (SLEA) Agreement. Payments shall be made through payroll deduction.

<b>PPO 6 Monthly Premium Share</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
Single	7% of premium	9% of premium	align with SLEA
Parent & Child	7% of premium	9% of premium	align with SLEA
Parent & Children	7% of premium	9% of premium	align with SLEA
Couple	7% of premium	9% of premium	align with SLEA
Family	7% of premium	9% of premium	align with SLEA

**X. 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.

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 ~~District's lowest cost current 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 fifteen (15) 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.

## **XI. (Reserved)**

(h)

## **XII. 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 dues 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.

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 forth-eight (48) month period or SLSD terminates the employee for unsatisfactory performance or disciplinary reasons, the re-payment will be prorated as follows:

Period of Time from Submission of request for Reimbursement and when Employee leaves SLSD employment	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.

### **XIII. ADDENDUM**

Notwithstanding the intentions of the District and the Act 93 Administrators group to meet and discuss compensation arrangements for the three-year period beginning July 1, 2022, it must be openly stated, should budgetary concerns arise due to the effects of any state law or its provisions, that one or more of the preceding Sections may be reopened and action taken in an effort to comply with this law.