

# Lincoln County School District

Code: **CCH-AR**

Adopted: 10/22/02

Revised: 4/25/06

## **Building and Learning-Support Team (LST) Administrative Benefit Guidelines**

“Administrators” will refer to Learning Support Team and Building Administrators except in sections that are specific to each group respectively.

1. Sick Leave

Administrators shall be entitled to sick leave time and shall receive one day per month worked, commencing on the first day of employment.

2. Leaves of Absence for Illness

Leaves of absence for illness will be granted in accordance with Board Policy GCBDA/GDBDA – Family Medical Leave and accompanying administrative regulations.

Additional leaves for illness may be granted by the Board with the recommendation of the superintendent, for a period not to exceed one year.

When applying for leave in excess of 5 days for illness, the administrator must notify the superintendent in writing of his/her intention.

3. Family Illness Leave

If a member of the immediate family is ill and it is imperative that the employee is with the family member, family illness leave may be approved by the superintendent. Such paid leave shall not exceed five (5) days per contract years and shall not accumulate. Additional days may be granted without pay.

Immediate family shall include spouse, child, parent, sibling, sister/brother-in-law, son/daughter-in-law, parent-in-law, grandparent, grandchild, or any relative or other person living in the home of the employee.

4. Adoption Leave

An employee adopting an infant child shall receive unpaid leave which shall commence upon receiving defacto-custody of said child, or earlier, with approval of the superintendent.

5. Holiday Leave

Administrators will be given paid Holidays as outlined below.

Six (6) Holidays to include: Labor Day, Veterans’ Day, Thanksgiving Day, Martin Luther King Day, Presidents’ Day and Memorial Day.

6. Bereavement Leave

Administrators shall receive five (5) days paid bereavement leave for each death in the immediate family. To avoid undue hardship, at the discretion of the superintendent, this time may be extended up to three additional days with pay. Immediate family shall include spouse, child, parent, sibling, sister/brother-in-law, son/daughter in law, parent-in law, grandparent, grandchild or any relative or other person living in the home of the administrator.

7. Personal Leave

Administrators may be granted three (3) paid personal leave days per contract year.

Leave may be granted with pay for reasons such as health, family emergencies, business matters and other reasons. The superintendent and the Board must approve personal leave, including paid and unpaid, of more than five consecutive days.

Personal leave up to one year in duration may be granted, if approved by the superintendent and the Board.

8. Court Appearances

Leaves of absence for jury or court appearances as a witness, pursuant to a subpoena, shall be granted with pay. The pay is the amount of the difference between the administrator's regular pay and any amount received as juror/witness fees, exclusive of mileage allowance. In the case of an appearance as a witness, leaves with pay shall not exceed one day unless approved by supervisor. The administrator shall be responsible for the reimbursement to the district of the amounts received within 30 days after receipt of the same.

An appearance in a court proceeding where the administrator is a party, except in the course of duty with the district, shall be without pay.

9. Educational Leave

Educational leave may be granted to an administrator for study, training or other reasons of demonstrable value to the district, as approved by the immediate supervisor and/or the superintendent.

- a. Requests must be submitted in writing.
- b. Three years of administrative services with the district is required to be eligible to apply.
- c. Such leaves shall not exceed 20 working days, except as approved by the superintendent.
- d. The administrator on educational leave shall be compensated at his/her rate of pay for the duration of the leave.

10. Return from Approved Leaves of Absence

- a. Salary – Upon return from such leave, the administrator shall be placed on the salary schedule as though they had been on active duty, except that the administrator shall not receive increment credit if the time on leave exceeds 90 days.
- b. Benefits – all benefits, to which the administrator was entitled at the time of leave, including unused accumulated sick leave, shall be restored upon the administrators return.
- c. Medical – Prior to returning from leave, in excess of 5 days for medical reasons, the District will require a medical release from the attending physician.

11. Salary-Compensation

<u>Category/Position</u>	<u>No. Days</u>	<u>Base Salary</u>
High School Principals	230	93,600
Middle School & Elementary Principals/LST Administrators	225	88,800
Assistant Principals- High School	230	83,500
Assistant Principals – Middle School	225	78,600

- \* Buildings with 400 or more students - will receive at least 1.00 administrative FTE.
- \* Administrators at buildings with fewer than 400 students – District and/or building level administrative responsibilities will be added to the administrators’ duties.
- \* The District will “pick-up” each administrator’s contribution of 6% towards PERS retirement benefits.

Each individual administrator’s salary is subject to the recommendation of the Superintendent to the Board. The superintendent may recommend, and the Board agrees, to adjust or not adjust, as applicable, an individual administrator’s salary in a different fashion based upon merit considerations. In the recommendation to the Board, the superintendent will inform the Board of the merit consideration. This report will be kept confidential as required by law.

Additionally, notwithstanding the salaries established, each individual administrator’s salary is subject to possible disciplinary sanctions short of dismissal or involuntary transfer. Those disciplinary sanctions may include, at the discretion of the Superintendent, suspension from service without pay.

For purposes of administration, the guidelines below will be followed. Salary increases will be awarded annually as follows:

2006-07: Base rate of pay for position

2007-08 and each year after: CPI 1-2.5%

12. Work-Year Calendar

The administrative work-year shall correspond with the fiscal year and shall end June 30.

Weekends will not count as workdays. Each administrator shall submit a proposed work-year calendar for supervisor’s approval prior to July 1.

13. Contracts

Probationary: Newly hired licensed administrators shall serve a probationary period that does not exceed three (3) years, unless the Board and the administrator mutually agree to a shorter time period. Probationary contracts shall be one (1) year in length.

Contract: Contract administrators shall be employed pursuant to a three-year individual employment contract. Prior to March 15 of the second year of an administrator's contract, the Board of Directors shall take one of the following actions:

- Issue a new three-year contract effective July 1 following the March 15<sup>th</sup> of the second year of the administrator's contract;
- Extend the existing contract for a period of not more than one (1) year; or
- Provide, in writing, notice that the contract will not be extended.

14. Termination of Employment

An individual administrator's employment contract shall be subject to termination and to non-extension pursuant to the Accountability for Schools for the 21<sup>st</sup> Century Law (Fair Dismissal Law – ORS 342.805, et seq.).

15. Transfers

Administrators may be assigned or reassigned at will. Should a contract administrator be transferred to a lower paying position, the District will maintain the contract administrator's salary at the level of the previous position. However, notwithstanding any contrary provisions in this administrative agreement, any further scheduled increases in the previous position's salary shall not be effective to the transferred contract administrator. The transferred contract administrator will, thereafter, be maintained at the contract administrator's then-current salary or the lower paying position's salary, whichever is greater. All merit based salary increases will be applied to the lower position's salary.

16. Lay-Off

Seniority shall be defined as the employee's total length of continuous service in the District as an administrator. Seniority will be computed and accrue from the administrator's first day of actual service, and shall continue to accrue during approved leaves of absence.

In the event the Board, in its discretion, determines that a layoff is necessary, then it will determine the administrators to be retained by means of the following criteria:

- a. A determination of whether the administrators to be retained hold the proper license to fill the remaining position(s).
- b. A determination of the seniority of the administrators to be retained; and
- c. A determination of the competence and/or merit of an administrator being retained if the Board desires to lay off another administrator with greater seniority.

If the District desires to retain an administrator with less seniority than an administrator being released under this section, the District will determine that the administrator being retained has more competence and/or merit than the administrator with more seniority that is being released.

Nothing shall be construed so as to interfere with the Board's right to dismiss or non-extend a contract administrator pursuant to the provisions of the Fair Dismissal Law or to dismiss or non-renew a probationary administrator pursuant to ORS 342.835. This section covers all layoffs of all

administrators, regardless of whether conducted individually or as a group.

For the purposes of this section, the term “competence” shall mean the ability to fulfill requirements based on recent experience related to the category/position (elementary, middle, high school or LST administrative position) within the last five years.

For the purpose of this agreement, the term “merit” shall refer to those administrators receiving “merit consideration” as described in section 11.

Administrators covered by this section will have the option to continue insurance programs at their own expense subject to the approval of the insurance carrier.

17. Travel Allowance

The District shall pay administrators a monthly “in-district travel allowance” based on the following schedule:

Lincoln City Schools	\$100.00
Waldport Schools	\$ 75.00
Toledo Schools	\$ 50.00
Newport Schools	\$ 25.00
LST Administrators	\$250.00

\* Out-of-District travel will be paid at the Board approved district rate.

18. Medical, Dental and Vision Insurance Benefits:

All administrators will be eligible for participation in a district-purchased family medical, dental and vision insurance program. No residual benefit shall accrue to single employees.

Administrators who work less than full-time (1.0 FTE) will receive insurance benefits on a pro-rata basis.

An insurance cap of \$975 will be in place for the 2006-2007 school year. If, in future years there is an increase in insurance premiums, the insurance “cap” will be increased by up to 7% from the actual amount paid by the District during the previous year, or the actual amount of the increase, whichever is less.

Administrators may participate in an IRS Section 125 account by appropriate payroll deduction. The plan to be offered will include accounts for chiropractic care, medical, dental, and vision premiums (above the “cap”) by way of pre-tax payroll deductions and such other accounts as are approved by the District.

19. Life & LTD Insurance:

Administrators will have a district paid LTD plan that will cover a 50% salary benefit with a 60-day waiting period. Benefits will be coordinated with other sources of disability income specified in the master insurance agreement and subject to terms of that agreement.

Administrators will have a district paid term-life insurance policy in the amount of \$50,000, and be eligible to apply for supplemental life insurance at their expense.

20. Vandalism

A fund of \$5,000 per year will be available to reimburse administrators for losses not covered by

insurance due to vandalism to their real or personal property when such vandalism can be shown to be job related.

21. Training/Professional Development

Administrators will be allowed \$1,000 per year for training/professional development that is in line with their own professional development plan approved by his or her supervisor. This excludes district directed professional dues.

22. COSA, Service Clubs and Other Membership Dues

The District will pay up to \$950 per year for COSA, Service Club or Other membership related dues for each administrator – as approved by the Administrators supervisor.

23. Supplemental Retirement Program

This benefit is only for Administrators that meet the criteria below and retire before June 30, 2012.

The District will offer and maintain a Supplemental Retirement Program. The benefit is for a two-party medical insurance program. The following criteria and administration of the program will be in effect:

- a. Must be “full PERS” qualified, and have worked for the District for the ten (10) consecutive years prior to retirement.
- b. Administrator shall work in the district a minimum of fifteen (15) days per year for the period the benefit will cover. Retirees may elect to work the full 15 days x (times) the number of years of the benefit in a single year to fulfill the total work requirement for the benefit if the District agrees.
- c. The only form of compensation for the fifteen (15) days worked shall be the medical insurance benefit.
- d. The administrator will receive two-party medical insurance coverage for the retiree and spouse for a maximum of seven (7) years. Neither the retiree nor spouse will be covered once they become Medicare eligible.
- e. The District’s payment toward the medical insurance premium shall be capped at the level of the two-party medical insurance premium at the time the administrator retires.
- f. If the administrator dies prior to the seven (7) years or Medicare eligibility, the District will continue the insurance coverage for the surviving spouse for the remainder of the qualifying time the retiree would have received the benefit or until the spouse becomes Medicare eligible whichever is less.
- g. If the retiree fails to perform the fifteen (15) days of required work during any year, all benefits will cease. The only exception to this will be if unusual medical or family issues prevent the retiree from performing duties and the Superintendent agrees to make an allowance for time-owed to be performed in the future. The Superintendent’s decision will be final and binding.