

PROCEDURES: Exhibit 305.1A

ADMINISTRATOR BENEFITS (CERTIFIED/NON-CERTIFIED)

Administrators shall receive the following benefits. The Superintendent shall receive benefits as outlined in his/her contract.

Life Insurance

A \$100,000 group term life insurance plan shall be provided, with the option to purchase an additional \$150,000.

Medical Insurance

Single medical insurance coverage shall be provided, with the option to purchase family insurance of which one-third will be paid by the District.

Dental Insurance

Single dental insurance coverage shall be provided, with the option to purchase family dental insurance.

Long-term Disability Insurance

This insurance is paid by the District.

Retirement Offering

After ten (10) or more years of continuous service to the District, a person who qualifies for the early retirement offering may voluntarily cease employment with the District and shall receive early retirement incentive pay, provided all obligations of the contract have been met. The amount shall be fifty (50) percent of the administrator's per diem* multiplied by the number of unused sick days. *To determine per diem for early retirement only, the following shall be used:

- A. Per diem for Administrators with a twelve (12) month contract (260 days) shall be determined by dividing the gross annual salary by two hundred-sixty (260) days.
- B. Per diem for Administrators with a contract calling for fewer than 260 days shall be determined by dividing the gross annual salary by the number of days indicated in his/her contract.
- C. Employee initiated resignations must be submitted in writing by early retirement application deadline to qualify for early retirement incentive pay.

Leaves of Absence

- A. Personal illness leave. Fifteen (15) days of sick leave shall be granted during the first and subsequent years of employment, accumulative up to 150 days.
- B. Professional leave. This leave may be granted at the discretion of the Superintendent or designee.
- C. Family illness leave.

1. A maximum of five (5) days leave of absence per school year shall be granted for serious illness in the administrator's immediate family, and the leave shall be without loss of pay. "Immediate family" shall mean the administrator's spouse, child, mother/father, brother/sister, grandparents/grandchild, and the "step" and "in-law" relationships of the above.
2. Up to five (5) additional days of leave of absence per school year may be granted at the discretion of the superintendent or designee if the serious illness in the administrator's immediate family requires hospitalization or as directed by a physician for serious home health care. Serious illness shall mean the administrator's attendance is required.

D. Bereavement Leave.

1. Five days may be granted per occurrence for death in the immediate family.
2. An additional five (5) days of bereavement leave may be granted at the discretion of the Superintendent or designee for other than "immediate family" as specified in this section. The additional five (5) days are for the contract year and not for each occurrence.

E. Jury and Legal Leave. Any administrator summoned for jury duty who is not excused therefrom, or who is required by law to testify in a criminal or civil court proceeding, shall be released from duty to testify, with pay, when the appearance so required is related to the performance of the administrator's contractual duties or is a non-job related appearance in which the administrator is not a defendant or plaintiff. When a juror is not required for full-time jury service, he/she is expected to immediately report/return to regular work. Any fees or remuneration the administrator receives during such leave shall be returned to the District.

F. Personal Leave. Administrators shall be granted two (2) days with pay per contract year. Personal leave days which are not used shall accumulate to a maximum of four (4) days.

G. Paid vacations for twelve (12) month certificated/non-certified administrators. Vacation leave shall be awarded at the beginning of each contract year, effective July 1. Non-certified employees hired prior to July 1, 2018, will receive their vacation at the end of the contracted year.

1. Vacation is based on 20 days per year and may be taken in half or full day units.
2. Vacation time shall be prorated in proportion to the partial year of employment when a twelve (12) month certificated/non-certified administrator is employed for fewer than twelve (12) months.
3. Vacation days may accumulate from July 1 to June 30. The maximum number of days that an administrator may accumulate is forty (40) days. This includes days from the current year and

days carried forward from previous years.

4. If at the time an administrator leaves the District, he/she shall be compensated for unused vacation time at his/her current per diem rate.

Mileage Reimbursement

Reimbursement shall be the maximum amount allowed by the Internal Revenue Service (IRS). The reimbursement shall cover authorized in-district and out-of-district travel.

Holidays

- A. Twelve (12) month administrators shall receive ten (10) paid holidays per year (Labor Day, Thanksgiving Day and the Friday following, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, Good Friday, Memorial Day, and the Fourth of July).
- B. Administrators contracted from 224 to 259 days shall receive nine (9) paid holidays per year (Labor Day, Thanksgiving Day and the Friday following, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, Good Friday, and Memorial Day).
- C. Administrators contracted for 223 days or less shall not receive paid holidays.

Tax-Sheltered Annuity

Deductions are allowed.

Reviewed: 07/16/09, 01/09/12, 01/8/18, 02/08/21

Revised: 10/22/18