

# SANBORN REGIONAL SCHOOL DISTRICT

SRSD FILE: CBE

## SAU ADMINISTRATORS' SALARY POLICIES

### Statement of Purpose

The purpose of this policy is to delineate the salary and other benefit provisions for SAU administrative personnel.

### Statement of Policy

#### 1. Salary

A yearly contract salary shall be established annually for each administrator by the board. This contract salary shall be in effect from July 1 - June 30. The salary of an SAU Administrator will be based upon a ratio formula to be designated and approved by the board. The District will contribute \$2,000 per year to a tax deferred annuity contract on behalf of all other SAU Administrators.

#### 2. Payments

The salary will be payable every other Thursday commencing in July.

#### 3. Sick Leave

The SAU Administrator is entitled to sick leave will full pay at a rate of fifteen (15) days per year cumulative to one hundred fifty (150) days. In the case of absence for sickness or injury beyond three (3) working days, the board at its discretion may require the Administrator to submit medical evidence substantiating the need for the extended absence. At the expiration or termination of the agreement, the Administrator shall not be entitled to payment for any unused sick leave. Sick leave is interpreted to mean absence due to the sickness of the administrator or illness in his/her immediate family, death in his/her family, or disability caused or contributed by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom.

A written statement of accumulated sick leave will be issued by the SAU office at the beginning of the school year. It will be assumed by the office that the written account is correct if no questions are raised by the administrator within thirty school days. Record of leave forms shall be completed on a monthly basis and shall be retained by the SAU office for one school year only, therefore it should be understood that the only year in question should be the previous school year.

#### 4. Emergency/Personal Leave

The Administrator is entitled to three (3) personal days annually, non-accumulative. At the expiration of their individual agreements, they shall not be entitled to payment for any unused personal days. To be eligible for this personal day, the SAU Administrator shall give forty-eight hours' advance notice to the Superintendent of Schools, or as much advance notice as the circumstances permit. Generally speaking emergency leave will not be taken immediately before and immediately after school vacations and/or holidays.

#### 5. Holidays

The SAU Administrator is entitled to paid holidays as per district policy GCBB.

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6. Health/Dental Insurance

An administrator is entitled to become a member of the group health and dental insurance plan offered by the district, the school district shall contribute 90% of the cost of coverage for the plan and the administrator shall bear the balance of the cost. If an Administrator selects a more expensive plan, they shall be responsible for the difference in premiums.

Waiver of Health Insurance Benefits. Administrators who would otherwise be eligible for district coverage, who elect insurance coverage under their spouse's plan, or another comparable insurance plan, will be eligible for compensation in lieu of the district's health insurance plan. Eligible administrators will be compensated three hundred dollars (\$300) per month for waiver of this benefit.

7. Long-Term Disability Insurance

The SAU shall provide disability insurance coverage for the SAU Administrator. A valid long-term disability policy coverage at 60% of salary with a ninety (90) day waiting period shall be in force during the term of their agreements. The ninety (90) day waiting period should it be required, will be covered by ninety (90) days of sick time already accrued and unused by the Administrators as of the date of their agreements. Payment of salary and stipends shall cease upon his/her receipt of disability income for such period as his/her disability is covered by insurance premiums.

8. Reimbursement for Approved College Courses

Reimbursement will be made at the cost per credit, but not to exceed the prevailing rate for graduate courses at the University of New Hampshire for the successful completion of courses up to twelve (12) credits per year provided the SAU Administrator receives a grade of "B" or better. The board reserves the right to require one hundred Percent (100%) reimbursement by the SAU Administrator in the event they fail to fulfill their current contracts or fail to renew an employment contract with the school district within one (1) full year of any course reimbursement.

9. Sabbatical Leave

Sabbatical leave may be granted to the SAU Administrator after seven years of experience in the district, at full year's salary and benefits, provided the leave is for additional study or personal improvement. The administrator making the request must appear before the board to discuss the sabbatical leave. The administrator must agree to remain in the district for a minimum period of three years after completing a sabbatical leave, or failing to complete this three-year period of additional service by voluntary termination, refund the moneys paid by the district for sabbatical leave in a lump sum.

10. Vacation

The SAU Administrator is entitled to receive twenty (20) days of vacation per year. Unused vacation time may be accumulated to a maximum of forty (40) days, and at the expiration or termination of their agreements, the SAU Administrator shall be entitled to payment for any unused vacation time. Days taken during school vacations are considered part of the twenty paid vacation days.

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11. Professional Associations

The District shall pay the fees and dues to professional associations for the SAU Administrator as may be mutually determined by the board and the Superintendent.

12. Professional Development and Conferences

The SAU shall reimburse the SAU Administrators up to the amount of \$2,000 per year, payable in a lump sum for travel and attendance at professional conferences of his/her choosing.

13. Work Week

The SAU administrators will work a minimum of forty (40) hours per week.

14. Evaluation

Administrators shall be evaluated in accordance with SRSD Policy CBI and CBI-R.

15. Early Retirement

An administrator who has served a minimum of fifteen (15) years in the district and who is at least 55 years of age may submit a written request for early retirement to the school board. This request shall be dated and signed by the administrator, shall be submitted by September 1<sup>st</sup> of the school year in which retirement shall commence and shall specify the date selected by the administrator for early retirement. This date for early retirement shall be no earlier than the end of the existing school year and no later than the last day of June. The school board shall act upon the request no later than its first meeting in October.

No more than one request shall be approved by the school board in any given year, and seniority shall be the determining factor if more than one request is received.

Upon approval, the district shall pay the administrator as follows:

- a. After serving the district for fifteen (15) consecutive years, administrators will receive a portion of their accumulated sick leave as follows: Payment will be the number of accumulated days times the average daily rate times .5. The maximum of accrued days will be 150.
- b. a one-time additional payment of 25% of the administrator's last year's salary;
- c. medical coverage for up to a two-person plan (at the lowest cost plan offered by the district) until the administrator reaches the age of Medicare eligibility.

The approval of early retirement shall be treated as a voluntary termination and the administrator shall have no right to continue working in the district after that date.

New staff hired for the 2011-2012 school year and those hired thereafter shall not be eligible for this provision.

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Related Policies: CBI, CBI-R

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