

# Administrator

## Benefits Provision Schedule

Effective July 1, 2021 – June 30, 2022

**Salary Placement:** The individual will be placed on the specific salary range appropriate for the position and approved by the Superintendent.

Experience increments shall be recognized to a maximum of two (2) years if previous experience is comparable to the same job title as listed on the Salary Schedule or otherwise approved by the Superintendent.

**Community Service:** Annual dues and regular meeting meals for one local service club for those on Schedule A, subject to the approval of Superintendent.

**Doctorate:** A stipend of \$4,000 shall be paid for an earned doctorate degree.

**Vacation:** Twenty-eight (28) vacation days are earned annually. Vacation taken during the student calendar must have prior approval of the Superintendent. No more than thirty (30) days of accumulated leave may be carried over beyond June 30th. Administrators are encouraged to utilize all of their vacation. Administrators may choose to be paid for six (6) days annually at the per diem rate, provided that these vacation days are not used. Upon termination, the administrator shall be paid for accumulation of vacation days to a maximum of thirty (30) days. Vacation days are cashed out at a per diem rate of current annual salary.

**Insurance:** The District shall remit insurance premium payments towards premiums of School Employees Benefits Board and non-medical plans for all employees deemed eligible to the Health Care Authority.

**Professional Development:** District will pay the annual dues for one (1) professional organization and up to \$50 annually for the dues of a second organization (or other professional development as approved by the Superintendent). A total of one thousand dollars (\$1,000) annually for professional development related to job performance and improvement. With prior approval of the Superintendent the administrator may elect to carry this amount over not to exceed a total of three thousand dollars (\$3,000) including travel.

**Personal Leave:** Three (3) days of personal leave are earned annually with the ability to accumulate up to four (4) days. Accumulative personal leave may be used subject to approval of Superintendent.

**Sick Leave:** One (1) sick leave day per month, up to twelve (12) days annually. Unused sick leave may be accumulated as allowed by law and district policy. Annual sick leave buy-back provisions and remuneration upon termination will be provided as permitted by state statute.

**Emergency Leave:** Emergency leave taken is charged against the employee's sick leave balance. Four (4) days of the employee's sick leave balance may be used as emergency leave. Emergency leave shall be defined as personal business of a serious nature. The problem must have been suddenly precipitated and/or of such nature that preplanning could not relieve the necessity for the employee's absence. The problem cannot be in lieu of, connected with, or an extension of any other leave provision except for situations beyond the employee's control.

**Military Leave:** In accordance with RCW 38.40.060, any employee who is a member of any organized reserve or armed forces of the United States shall be granted military leave of absence

with pay for a period not exceeding twenty-one (21) days during each year beginning October 1st and ending the following September 30th. This paid leave shall be in addition to any other paid leave the employee might otherwise be entitled. The leave shall be granted in order that the employee may report for required military duty, training, or drills including those in the National Guard under Title 10 U.S.C., Title 32 U.S.C., or state active status. Leave in excess of twenty-one (21) days for the purposes stated above shall be granted without pay for the additional duration of their duty. Copies of active duty orders may be required by the District. Military Family Leave is authorized in accordance with the Military Family Leave Act (RCW 49.77).

**Bereavement Leave:** The employee shall be allowed up to five (5) days leave with pay, non-accumulative, for the death of any person that in the employee's judgment necessitates a leave of absence for bereavement purposes. Should travel distances related to leave taken so demand, an additional one (1) day may be allowed for that purpose. The District recognizes the need for additional bereavement leave on occasion. An employee may request one (1) additional non-accumulative bereavement day per year through the Human Resources office.

**Judicial Leave:** In the event an employee is summoned to serve as a juror, is named as a codefendant with the District, or is subpoenaed to appear in court on matters relating to Marysville School District school business, the employee shall notify the District as soon as possible. Such employee shall receive a normal day's pay for each day of required presence in court. Employees will be expected to report to work immediately following release from responsibility for appearance under this paragraph on a daily basis, unless the employee will be unable to perform a minimum of two (2) hours work.

**Workdays > 260:** Administrators will have an annual contract based on 260 days per school year. Any days beyond 260 days will be designated as unpaid and will be taken during Winter Break

**Extra Duty:** Extra stipends of up to six thousand dollars (\$6,000) can be provided by the Superintendent for responsibilities assigned which are beyond the regular duties as defined by the job description.

**Per Diem:** Days not worked, additional days worked (at the direction of the Superintendent) and cash-out of unused leaves (as outlined above) shall be paid at  $\frac{1}{260}$  of the administrator's base salary.

**Private Vehicle:** Effective, November 1, 2019, the positions of Director and Executive Director will be paid a monthly stipend in the amount of one-hundred (\$100) dollars per month to offset the cost of travel for both in and out of the district within fifty (50) miles, while utilizing their personal vehicle. This stipend will replace the process of Travel Reimbursement. Should travel take place outside of fifty (50) miles while utilizing a personal vehicle, the IRS rate will be used for reimbursement. The stipend does not apply if a district vehicle is provided to the employee.