

Barrington Public Schools Administrators Benefits Policy

Certification

Barrington Public Schools (BPS) Administrators shall maintain in good standing a valid and appropriate certificate qualifying them to administer their areas of responsibility in the State of Rhode Island as required by Rhode Island General Laws 16-11.

Compensation

The salary schedule shall be in the annual amount set forth in the individual Employment Agreements.

Paid Time Off

1. Holidays

Administrators shall receive compensation for legal holidays, including New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Victory Day, Labor Day, Indigenous Peoples' Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and Presidential Elections.

2. Vacation Leave

All twelve-month administrators are entitled to five (5) weeks of vacation time, to be awarded at the start of each fiscal year (July 1st). No vacation time shall be carried over from one fiscal year to the next. If a building administrator seeks to use vacation time while school is in session, they must submit a request in writing to the Superintendent at least two (2) weeks prior to the leave and obtain approval.

3. Personal Leave

Administrators shall receive four (4) days of personal leave at the start of each fiscal year (July 1st), which shall not be carried over to the next fiscal year. Unused Personal Days will be added to the employee's sick day balance each June 30th, subject to the limits defined below.

4. Sick Leave/Sick Bank

Twelve-month administrators shall be granted twenty (20) days of sick leave annually at the start of each fiscal year (July 1st), cumulative to a maximum of one-hundred-and-fifty (150) days . If any administrator who has accrued more than 150 sick days uses such days so as to decrease their accrual below 150 sick days, they shall thereafter be subject to the 150 sick day maximum. At such time as the administrator has accumulated over the maximum of one hundred fifty (150) sick

days, they shall be paid \$50 times the number of days in excess of 150 days. Payment shall be made effective as of the first School Department payroll period in July.

If an administrator is eligible for and requests a leave of absence that is authorized under the Family and Medical Leave Act ("FMLA") or the Rhode Island Parental and Family Medical Leave Act ("RIPFMLA"), and does not have sufficient sick leave accrued to cover their regular salary for the full period of such leave, then the administrator is eligible to apply to the Sick Bank for up to the number of sick days/equivalent that will be sufficient to ensure that they receive 60% their regular salary uninterrupted for the entire period of such leave. Paid ADA Leave will be the amount of sick leave/equivalent (in days) that equals 60% of the difference between the period of FMLA or RIPFMLA requested (which shall be a maximum of 13 weeks) and the period covered by the administrator's accrued sick leave at the start of the leave.

An Administrator's Sick Bank will be established with a balance of 100 days which will be managed by a committee of the Superintendent, Finance Director, and one other administrator appointed by vote of the majority of Administrators. In the event that one of the Sick Bank administrators requests Sick Bank days, they must abstain from the said vote. Upon approval of FMLA/ADA leave (FMLA/ADA leave requests by the Superintendent will be acted upon by the Director of Administration and Finance.) and exhaustion of an employee's sick days, they are eligible to apply to the Sick Bank. Applications to the sick bank will be voted on by the aforementioned committee within 15 days of a written request. In order to participate in the Sick Bank Administrators must contribute one of their own sick days annually.

5. Protected Leave

Administrators shall be entitled to job-protected leave in accordance with the policies implementing the Rhode Island Pregnancy Discrimination Act, the Family and Medical Leave Act, and the Rhode Island Parental and Family Medical Leave Act. and as required under the Americans with Disabilities Act and related state law.

6. Parental Leave

Administrators may take unpaid parental leave to care for a newborn or newly adopted child for a maximum period of one calendar year from the date of birth or adoption. Any such period of parental leave shall run concurrently with leave under Rhode Island or federal law (such as FMLA/RIPFMLA leave), during which period the administrator shall discharge their accrued sick leave. To the extent that parental leave extends after the expiration of FMLA/RIPFMLA leave, the administrator shall be afforded the opportunity to continue to receive coverage under the group medical and dental health plans, at their own expense, by paying the plan's "working rate" in advance of each calendar month. An administrator who elects to take parental leave must notify the Superintendent in writing at least thirty (30) days prior to the commencement of such leave and must notify the Superintendent of the expected date of return to work at least thirty (30) days in advance of that date.

7. Bereavement Leave

An administrator shall be entitled to a leave of absence of five (5) consecutive workdays without loss of pay in the event of the death of that administrator's child (including stepchild), grandchild, spouse, or parent (including step-parent). In the event of the death of any other relative, the administrator shall be allowed a paid absence of up to three (3) consecutive workdays, subject to the grant of additional time at the discretion of the Superintendent.

8. Jury Duty

Should an administrator be called for jury service or summoned for temporary court service in which the personal interest of the administrator is not involved, they shall be paid the difference between their regular salary and that received by the court for such services. Evidence of such summons shall be submitted in writing to the Superintendent and such evidence shall be submitted prior to the absence whenever practicable. Evidence of salary received must be submitted before the adjustment is made in salary. Jury or witness leave shall not be charged to sick leave.

9. Military Leave

Administrators engaged in military service receive all the protections of the Uniformed Services and Employment and Reemployment Rights Act of 1994 (USERRA), 38 U.S.C. SS 4301-4334. Any administrator entering the military service shall be afforded credit for salary adjustments for the time spent in military service.

10. Educational Leave

Upon recommendation of the Superintendent, BPS may grant an unpaid leave of absence to an administrator for the purpose of advancing the administrator's professional development and/or leadership knowledge, skills, or training. The leave shall be unpaid, although the administrator shall be afforded the opportunity to continue to receive health care coverage under the group medical and dental plans, at their own expense, by paying the plan's "working rate" in advance of each calendar month. The granting of such leave shall be discretionary with BPS, which discretion shall not be exercised in an arbitrary or discriminatory manner.

No requests for educational leave shall be granted by BPS unless as a condition thereof, the administrator shall agree to return to employment in BPS for a period twice as long as the duration of the educational leave allowed.

Indemnification

Administrators are protected in accordance with R.I. Gen. Laws S 9-1-31, as it may be amended from time to time. Any paid time awarded under this law shall not be deducted from any sick leave that the administrator has accrued.

Benefits

1. Medical and Dental Insurance

Administrators shall be offered the same medical and dental benefits that they currently receive , as it may be changed from time to time.

2. Buyback

Administrators who elect not to receive medical and dental coverage through BPS shall receive an annual payment of One-Thousand-And-Five-Hundred-Dollars (\$1,500), for forbearance of medical coverage, and Two-Hundred-And-Fifty-Dollars (\$250), for forbearance of dental coverage. An administrator who makes such an election may re enroll in either or both plans only on the plan's anniversary date, or upon a qualifying event date, provided however that an administrator who has made an election because of duplicate coverage may re-enroll, as permitted by the carrier, immediately upon the loss of such duplicate coverage.

3. Life Insurance

Administrators shall receive term life insurance coverage in the amount of One-Hundred -Thousand-Dollars (\$100,000).

Retirement

1 . Employees' Retirement System of Rhode Island

Eligible administrators shall receive retirement benefits as required under Rhode Island General Laws S 16-16.

2. Severance (Any change here?)

An administrator who is eligible to and does retire under the ERSRI shall receive a one time, lump-sum retirement payment equal to \$150.00 for each year of service with BPS.

3. Health Insurance

Upon direct retirement from service with BPS, administrators shall be entitled to the same health insurance coverage (but not including dental coverage) under the same terms and conditions (e.g., co-share contributions, deductibles, and co-payments) as are offered to other administrators under the collective bargaining agreement, as it may be changed from time to time, subject to the following limitations:

Individuals who have greater than five (5) years of continuous service at the time of retirement shall be entitled to receive individual coverage for five (5) consecutive years commencing with the date of retirement or until the employee is

eligible to participate in federally subsidized healthcare programs including Medicare, whichever comes first.

Professional Development

1. Conferences

Administrators are encouraged to attend professional conferences subject to reasonable reimbursement for expenses associated with such attendance. The administrator seeking reimbursement must obtain approval from the Superintendent or designee prior to attendance. If the administrator is requested to attend a mandated conference for the benefit of BPS, the cost of attendance shall be paid by BPS.

2. Tuition Reimbursement

Administrators shall receive reimbursement for tuition expenses in the amount of eighty percent (80%) of such tuition costs after offset by any aid or support from outside sources, provided that the total reimbursement by BPS shall be subject to a maximum of \$ 1,000 per course and a fiscal year maximum of \$ 3,000 and \$5,000 for a Doctorate program, and further subject to the following conditions: (a) the administrator must have completed one (1) year of employment with BPS; and (b) the administrator shall not be reimbursed for any course in which they earn a grade of "C " or lower; and (c) the administrator must receive prior approval from the superintendent or designee prior to reimbursement.

3. Memberships

Administrators shall receive one national and state professional association membership to be paid by BPS.

First Read: 6/14/2018

Second Read/Approved: 7/12/2018

Amended:

First Read: 6/10/2021

Second Read/Approved: 6/17/2021