

# INTERMOUNTAIN EDUCATION SERVICE DISTRICT

## ADMINISTRATIVE AGREEMENT

July 1, 2020 – June 30, 2023

The InterMountain Education Service District Board of Directors, hereafter referred to as the “District”, and the Directors, hereinafter referred to as the “Administrators”, agreed to the following provisions contained herein with regard to salary, fringe benefits and other conditions or employment.

### **SECTION I. RECOGNITION**

The District recognizes the administrators for purposes of consulting with the District on economic and related matters of employment. The Administrators are defined as any employee placed on the Administrative Salary Schedule.

### **SECTION II. STATUS OF AGREEMENT**

- A. This agreement shall be in effect and remain in full force from July 1, 2020 through June 30, 2023.
- B. The District retains all traditional rights that are the prerogative of management.
- C. There shall be two (2) signed copies of the final agreement for the purpose of records. One will be retained by the District and one by a representative of the Administrators.

### **SECTION III. RESPONSIBILITIES OF ADMINISTRATORS**

The essential responsibilities of the Administrators are to provide leadership and support in implementation of District objectives and to administrate the policies and the administrative rules adopted by the District and the administrative procedures established by the District Superintendent.

#### **SECTION IV. RESPONSIBILITIES OF THE DISTRICT**

The District shall be responsible for communicating to the Administrators its expectations of them in fulfilling their responsibilities as outlined in Section III. The District shall also be responsible for providing feedback to the Administrators regarding their achievements.

#### **SECTION V. CONTRACTS**

Contracts for Administrators shall be 220 days unless otherwise modified by the District Superintendent.

#### **SECTION VI. COMPENSATION**

- A. The Administrators shall receive compensation as per the attached compensation schedule. The Administrators will pay their own PERS for 1995-96 and thereafter.
- B. The base salary for the 2020-2021 year shall be increased by 3%. The base salary for the 2021-2022 year shall be increased by 3%. The base salary for the 2022-2023 year shall be increased by 3%.
- C. The Superintendent will determine placement on the Administrative salary schedule and contract days.
- D. The schedule is composed of five (5) rows representing a year of experience for each row. Eligible Administrators will move down the rows until reaching row 5.

#### **SECTION VII. FRINGE BENEFITS**

- A. The District shall provide each Administrator the following fringe benefit program. The District retains the right to select the insurance provider.
  - a. \$525 per month to be applied toward the cost of life insurance, with the remainder applied to a District-approved tax sheltered annuity.
- B. In the case of an involuntary reduction in force (RIF), each affected Administrator's situation will be regarded as unique and the District and the District Superintendent thereof will base payment of benefits or portion on longevity of service and other extenuating circumstances as determined.

- C. Health insurance for administrators shall be at the same rate and coverage as is for the licensed staff.

## **SECTION VIII. PROFESSIONAL DEVELOPMENT PROGRAM**

The District recognizes the importance of the development and maintenance of professional skills and as such shall provide and support a Professional Development Program that includes the following:

- A. Each Administrator will be allowed the cost of an active COSA basic membership plus \$100 each year for professional dues directly related to the Administrator's responsibilities. If an administrator chooses, they may apply the same amount to a professional organization of their choice as long as it is related to their professional responsibilities.
- B. Tuition Reimbursement – IMESD will provide each administrator an opportunity to request support for the cost of tuition for course work leading to an approved TSPC Administrative License. Both the administrative program and the course work must be pre-approved by the superintendent or his/her designee. Approved tuition reimbursement will be paid as follows:
  - 1. Principal License – IMESD will support the administrator in completing the required course work for this initial level license by providing reimbursement for completed courses up to the rate of \$500 per credit.
  - 2. Professional Administrator License – IMESD will support the administrator in completing the required course work the professional license up to the rate of \$500 per credit for a maximum of six (6) credits per year.

## **SECTION IX. LEAVES**

The Administrators shall be entitled to the following paid leave as per District policy:

- A. Sick Leave: One (1) day per month for each month worked – (no limit on accumulation)
- B. Personal Leave: Personal Leave: Eight (8) days per year (non-accumulative). Personal Unrestricted Leave: Four (4) days per year will be allowed for personal use with no restrictions. Personal Bereavement Leave: Four (4) days per year will be allowed upon the death of a friend or family member. Request for leave shall be submitted, to the

employee's immediate supervisor at least two (2) days prior to the requested absence. In an emergency situation, notification to the immediate supervisor shall be sufficient.

- C. Paid Holidays: The Administrators shall be entitled to the following paid holidays: Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Martin Luther King Jr. Day, Memorial Day, and Fourth of July, if it is a normal workday.

**SECTION X. EXPENSE REIMBURSEMENT**

- A. Each Administrator using his/her private vehicle for approved District travel shall be reimbursed for the use of that vehicle at the District established rate. The rate will equal the IRS rate.
- B. Each Administrator will be reimbursed for expenses incurred in required travel outside the District in accordance with District policy.
- C. Each Administrator will be reimbursed for work-related meals in accordance with District policy and as approved by the Administrator's supervisor and/or the District Superintendent.

Signed:   
Chair, District Board of Directors

5/27/2020  
Date

  
Spokesperson, Administrators

5/21/20  
Date

**InterMountain ESD  
Administrators Salary Schedule  
2020-2021**

		<b>Range</b>													
Step	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
1	71,250	76,334	81,542	82,462	88,585	92,609	94,712	100,835	103,320	106,962	111,826	117,597	123,373	129,252	
2	72,898	77,983	83,297	84,107	90,234	94,335	96,359	102,484	105,120	108,612	113,548	119,348	125,166	131,190	
3	74,412	79,632	85,057	85,754	91,879	96,057	98,007	104,134	106,917	110,258	115,272	121,094	126,962	133,159	
4	76,192	81,280	86,819	87,405	93,532	97,781	99,658	105,780	108,714	111,904	116,993	122,844	128,761	135,157	
5	77,840	82,925	88,579	89,051	95,177	99,504	101,303	107,428	110,510	113,554	116,616	124,593	130,558	137,183	

*Changed for Admin Placement  
3% increase on 19/20 base*

**InterMountain ESD  
Administrators Salary Schedule  
2021-2022**

		<b>Range</b>														
Step	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
1	73,388	78,624	83,988	84,936	91,243	95,387	97,553	103,860	106,420	110,171	115,181	121,125	127,074	133,130		
2	75,085	80,322	85,796	86,630	92,941	97,165	99,250	105,559	108,274	111,870	116,954	122,928	128,921	135,126		
3	76,644	82,021	87,609	88,327	94,635	98,939	100,947	107,258	110,125	113,566	118,730	124,727	130,771	137,154		
4	78,478	83,718	89,424	90,027	96,338	100,714	102,648	108,953	111,975	115,261	120,503	126,529	132,624	139,212		
5	80,175	85,413	91,236	91,723	98,032	102,489	104,342	110,651	113,825	116,961	120,114	128,331	134,475	141,298		

*Changed for Admin Placement  
3% increase on 20/21 base*

**InterMountain ESD  
Administrators Salary Schedule  
2022-2023**

<b>Range</b>														
Step	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	75,590	80,983	86,508	87,484	93,980	98,249	100,480	106,976	109,613	113,476	118,636	124,759	130,886	137,124
2	77,338	82,732	88,370	89,229	95,729	100,080	102,228	108,726	111,522	115,226	120,463	126,616	132,789	139,180
3	78,943	84,482	90,237	90,977	97,474	101,907	103,975	110,476	113,429	116,973	122,292	128,469	134,694	141,269
4	80,832	86,230	92,107	92,728	99,228	103,735	105,727	112,222	115,334	118,719	124,118	130,325	136,603	143,388
5	82,580	87,975	93,973	94,475	100,973	105,564	107,472	113,971	117,240	120,470	123,717	132,181	138,509	145,537

*Changed for Admin Placement  
3% increase on 21/22 base*