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Park Hill School District

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Building Successful Futures • Each Student • Every Day

*2015 – 2017*

*ADMINISTRATOR*

*SALARY AND FRINGE BENEFITS  
AGREEMENT*

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**PARK HILL SCHOOL DISTRICT**  
**ADMINISTRATORS' SALARY AND FRINGE BENEFITS AGREEMENT**  
**2015-2017**

**I. Administrative Personnel Salary Schedule**

**A. Work Schedule**

1. All District Office administrators, principals and directors may be employed for 12 months (260-262 days) or 10 months (219 days) with paid vacation.
2. A \$3,000.00 fee will be imposed for administrators who wish to annul their employment contract prior to expiration. Exceptions will be made for the transfer of a legally recognized spouse, severe illness of self or an immediate family member or other extenuating circumstances.

**B. Salary**

Ranges for the 2015-2017 school year shall be as follows:

	<b>2015-2016</b>	<b>2016-2017</b>
Director	\$78,710 - \$125,169	TBD
High School Principal	\$106,715 - \$142,015	TBD
High School Asst. Principal	\$85,233 - \$113,030	TBD
Middle School Principal	\$94,241 - \$122,635	TBD
Middle School Asst. Principal	\$82,803 - \$103,620	TBD
Elementary Principal, K-12 Principal, Preschool Principal	\$89,737 - \$118,529	TBD
Elem/Middle School Asst. Principals	\$72,736 - \$96,187	TBD

**C. Hours**

Administrative compensation is based on a minimum forty (40) hour work week.

**D. Educational Doctorate**

A \$4,000 rider will be paid for an educational doctorate degree. The doctorate degree must be conferred by September 1<sup>st</sup> and be earned from an NCATE accredited institution of higher learning. Degrees conferred via an official transcript by January 1<sup>st</sup> will be prorated.

**E. Missouri Quality Award Stipend**

A \$1,000 stipend will be paid to administrators who serve as examiners or overseers within the Excellence in Missouri Foundation. An additional \$1,000 may be paid to those administrators who are chosen to serve on an MQA site visit committee.

**II. Insurance**

**A. Hospitalization, Health and Dental**

Each administrator will be provided the benefits of the district insurance program, covering insurances as agreed upon by the Board of Education and the district joint insurance committee.

**B. Liability Insurance**

The Board of Education will pay the premiums to provide an insurance policy with liability coverage for administrators for acts pertaining to fulfillment of duties as employees of the Park Hill School District.

**C. Life Insurance**

Each administrator will be provided with a paid term life insurance policy with face amount of \$50,000.

**D. Disability Insurance**

The Board of Education will pay 100% of premiums for disability insurance.

The Board of Education shall pay the individual core plan premium on behalf of each regular full time employee.

**E. Annuity**

The Board of Education will pay \$7,500 annually which may be applied to health and dental insurance or to purchase an annuity. 219 day administrators will receive \$5,100.

**III. Leaves**

**A. Sick Leave**

All full time administrators will be entitled to fifteen (15) days of sick leave per year with full pay. 219 day administrators are entitled to eleven (11) days of sick leave per year. The unused portion of the annual sick leave shall accumulate to 230 days plus the current year entitlement.

**B. Family Sick Leave**

A maximum of nine (9) days family sick leave will be granted per year for illness, surgery, or medical/dental appointments in the immediate family that includes parents, brothers, sisters, legally recognized spouse, children, stepchildren, grandchildren, grandparents, or like relatives of legally recognized spouse. Family sick leave will be charged against the employee's sick leave days.

**Pregnancy, Childbirth and Adoptive Leave**

Six weeks of leave will be available for the purpose of recovering from childbirth. In the event that childbirth occurs through a Cesarean section procedure, eight weeks of leave will be given. The amount of leave will be charged to the employee's sick leave days as per the agreement.

For pregnancies a maximum of five (5) family, sick leave may be used to care for the employee's legally recognized spouse.

For an employee's child who has a baby, an employee may use a maximum of two (2) family, sick leave days during the first thirty (30) days after the birth.

Six weeks of leave will be available to the primary caregiver for the purpose of adopting a child. The amount of leave will be charged to the employee's sick leave days as per the agreement. Ten (10) days of leave will be given to a non-primary caregiver who is adopting a child. The leave will be charged to the employee's sick leave days as per the agreement.

Additional unpaid leave may be available through the federal Family and Medical Leave Act. Individuals should contact Human Resources for additional information regarding Family and Medical Leave.

**C. Emergency Leave**

Emergency Leave will be available for natural or unnatural disasters to person, home or property. Emergency Leave will be charged against the employee’s sick leave days. Employee must provide a written explanation. (Leave form completed and submitted upon return to work.) It is recommended that the employee contact their immediate supervisor at the time of the emergency.

The list below is not exhaustive, but provide examples of acceptable or non-acceptable reasons for emergency leave.

Acceptable Reasons for Emergency Leave	Non-Acceptable Reasons for Emergency Leave
Car accident on the way to work.	Car repairs
Serious home flooding	Yard debris
Fire	Assisting relocation of family member
Serious destruction of property	Burglary or vandalism of personal property
	Illness or funeral of family friend
	Pet-related issues
	Frozen pipes or home repairs

Parents of small children should always have an alternate plan for child care. However, in the event of unexpected loss of child care, a maximum of two (2) days per school year of Emergency Leave may be granted.

Other personal situations may be submitted to the Assistant Superintendent of Human Resources for consideration. Documentation may be required.

**D. Personal Business Leave**

Personal business leave will be available upon approval of his/her supervisor and will be deducted from accumulated vacation leave.

**E. Jury and Witness Leave**

Absence with pay will be allowed for jury duty or appearance due to subpoena as a witness in a court of law. However, the employee will not receive pay if pursuing legal action against the District or its interests. If called as a witness on the employee’s own behalf in an action in which he/she is a party, they will receive their daily rate less the substitute rate of pay regardless of whether a substitute is used.

Proof satisfactory to the District of required jury duty or testimony must be given before pay is approved.

**F. Bereavement/Funeral Leave**

An administrator will be granted one funeral leave day to attend a funeral of an immediate family member as defined in Article III-B. An additional day can be taken by the administrator to attend to funeral activities and would come from the administrator’s individual sick leave accumulation. The leave for funeral activities shall be available within seven (7) calendar days from the date of death.

If a family member is a parent or legally recognized spouse's parent, the administrator will be granted four (4) working days of paid leave for funeral and funeral related activities that shall be available within nine (9) calendar days from the date of death.

If the immediate family member is a child, stepchild, legally recognized spouse or dependent, an employee will be granted five (5) working days of paid leave for funeral and funeral related activities that shall be available within nine (9) calendar days from the date of death.

#### Family Defined

Immediate family is defined as legally recognized spouse, child, stepchild, mother, father, stepparent, brother, sister, foster parents, aunt, uncle, cousin, nephew, niece, grandparents, and grandchildren or like relatives of legally recognized spouse or any relative residing in the household.

Up to two (2) additional working days may be granted if circumstances require travel out of the surrounding area (more than 150 miles one way).

### **G. Professional Leave**

Professional leave will be available at the discretion of the superintendent according to the following:

1. One National and one State convention may be granted to each District Office administrator per year.
2. One National convention every two years and two State conventions per year may be granted to building level administrators. Leave may be granted for professional activities designed to improve or update the administrator's skills and knowledge (i.e., time off for advanced preparation, convention, workshops and seminars).

### **H. Sabbatical Leave**

1. Purpose
  - a. To increase the quality of educational leadership in the Park Hill School District by providing a means for administrative personnel to acquire additional formal preparation.
2. Qualifications
  - a. Any administrator who has five (5) years in the Park Hill School District.
  - b. Compensation will be at the rate of 60% of the pay that would be received, according to the contract in effect during the months of September, December, March and June. Administrators on sabbatical shall receive all other benefits normally accrued while on regular duty except teacher retirement.
  - c. Complete a full (12 hours per semester) academic program as approved by the superintendent.
  - d. A commitment to the Board for a three (3) year contract, the leave year and two (2) years on return to duty. The administrator shall repay the Board the 60% compensation received for the leave year if he/she fails to honor the two years remaining on his/her contract.

- e. The recipient is guaranteed on his return to the Park Hill School District his original or equivalent position.
- f. Applications must be submitted to the Superintendent of Schools prior to February 1, preceding the school year for which sabbatical leave has been requested.
- g. The action taken on sabbatical will be upon the recommendation of the superintendent to the Board of Education.

***I. Unpaid Leave of Absence***

Unpaid leave of absence shall be available to administrators based upon a recommendation by the superintendent and approved by the Board of Education prior to the granting of the requested leave. Reassignment upon returning from unpaid leave of absence for administrators shall be determined prior to the granting of the requested leave.

**IV. Retirement Pay**

Any administrator with ten (10) years consecutive experience in the Park Hill School District immediately prior to retirement shall receive sick leave reimbursement computed by multiplying one-half of the accumulated sick leave days, up to 200 days, times the daily rate of salary. For every service year to Park Hill over 10 years, the administrator will receive two (2) additional accumulated sick leave days at full compensation. An administrator who otherwise qualifies for a separation/retirement severance and dies while currently classified as an active employee will receive such severance as defined above.

**V. Personal Injury**

- A. In the event of any assault and battery on an administrator during the performance of his/her duty, the offense shall be reported immediately to the superintendent.
- B. An administrator who loses work time because of an assault on the administrator during performance of his/her duties shall for such period of time, receive remuneration of his/her salary less the amount received from worker's compensation for a period of time not to exceed the current contract. The absences shall not be charged against the administrator's sick leave.

**VI. Payroll Deductions**

Upon appropriate written authorization the Board of Education shall, for Board authorized programs only, deduct from an administrator's salary and make appropriate remittance for annuities, Teacher's Credit Union, dental insurance, health insurance and hospital insurance and savings bonds in multiples of current minimum amounts available. All employees are eligible to participate in Tax Deferred Annuity/Mutual Fund programs with payroll deduction privileges as provided by IRS regulations. All annuity/mutual fund providers must complete appropriate hold harmless and indemnity agreements as determined by Park Hill School District Business Office.

## **VII. Vacations**

Twelve month and eleven and one-half month administrators qualify for a paid annual vacation of 20 days. 219 day administrators will receive 5 vacation days per year. A maximum total of 40 days may be accumulated. Days accumulated past the maximum as of July 31st will be forfeited on the next workday thereafter. Administrators will be paid at their daily rate for unused vacation days, up to 40, at separation of employment.

## **VIII. Professional Dues**

Professional dues of up to \$700 for each administrator will be paid by the district, subject to the superintendent's approval.

## **IX. Professional Development**

Will include seminars, workshops and district in-service as approved by the superintendent.

## **X. Business and Professional Expense**

Administrators will receive a monthly allowance for local Kansas City area use of their automobile in addition to other business and professional expense. The allowance will be:

	<b>2015-2016</b>	<b>2016-2017</b>	<b>Number of Months</b>
Elementary Principals	\$276.43	TBD	12
Middle School Principals	\$276.43	TBD	12
High School Principals	\$416.20	TBD	12
Directors/Coordinators – District Office	\$374.79	TBD	12
Principal – Russell Jones Education Center	\$387.21	TBD	12
Principal – Gerner Family Early Education Center	\$276.43	TBD	12
Director – Buildings/Grounds	\$416.20	TBD	12
Administrators – 219 Days	\$276.43	TBD	10

The business and professional expense allowance may be increased as the IRS mileage rate increases. The IRS reimbursement rate will be reviewed annually on January 1<sup>st</sup> and changes on July 1<sup>st</sup>. 219 day administrators will receive the business and professional expense for the months of September through June.

## **XI. Outside Employment**

Outside employment and service with civic, professional and/or community organizations shall be reported to the superintendent on an annual basis.