

ROCHESTER COMMUNITY SCHOOLS

501 W. UNIVERSITY DRIVE
ROCHESTER, MICHIGAN 48307

DIRECTORS PERSONNEL MANUAL

JULY 1, 2012 - JUNE 30, 2013

ASSESSMENT & GRANTS
BUDGET & FINANCE
CURRICULUM, PRE-K - 8
CURRICULUM, GRADES 8 - ADULT ED
EDUCATIONAL TECHNOLOGY & INFORMATION SYSTEMS
FACILITY OPERATIONS & TRANSPORTATION
SPECIAL EDUCATION

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LEAVES OF ABSENCE WITHOUT PAY

- A. The administrator must be employed a year before he/she will be eligible for a leave of absence.
- B. A leave of absence of up to one (1) year may be granted to the administrator, upon application, for the following reasons:
 - 1. Participating in the Peace Corps, Teachers Corps, or other exchange programs approved by the Board.
 - 2. Military Service.
 - 3. Maternity, paternity or adoption.
 - 4. Graduate study.
 - 5. Other reasons as approved by the Board
- C. The administrator on leave of absence will return to the first position available for which the administrator is certified and qualified. It is fully understood that it may not be possible to return the administrator immediately to any administrator position.
- D. Leaves of absence may be requested for up to one year of duration.
- E. The administrator may request an extension of any leave for a period not to exceed one (1) additional year.
- F. All leaves of absence are without pay.
- G. A leave of absence may be cancelled if mutually agreeable to the administrator and the Board of Education.
- H. It is the responsibility of the administrator on a leave of absence to inform the Board, in writing, ninety (90) days prior to the termination of said leave of his/her intention to return to work, resign or, if allowable, extend the leave.

SABBATICAL LEAVES

- A. Sabbatical leaves of absence may be granted to an administrator. The granting of such leave is subject to the approval of the Board of Education upon the recommendation of the Superintendent of Schools, when in their considered judgement, the professional competence of the administrator and the general welfare of the District will be benefited.
- B. The rules and regulations of the Rochester Sabbatical Leave Program are authorized and shall be interpreted in accordance with the Michigan Statutory Provisions and any amendments thereto:
1. The Board, after an administrator has been employed at least seven (7) consecutive years by the Board and at the end of each additional period of seven (7) or more consecutive years of employment, may grant the administrator a sabbatical leave for professional improvement for not to exceed two (2) semesters at any time. During said sabbatical leave, the administrator shall be considered to be in the employ of the Board, shall have a contract and may be paid compensation as provided in the rules and regulations of the Board; provided, however, that the Board shall not be held liable for death or injuries sustained by the administrator while on sabbatical leave.
 2. Administrators on sabbatical leave shall be allowed credit towards retirement for time spent on such leave in accordance with rules and regulations established by the board of control of the Michigan Public School Employees Retirement System.
 3. An administrator, upon return from a sabbatical leave, shall be restored to his/her administrative position or to a position of like nature, status, and pay. The administrator shall be entitled to participate in any benefits that may be provided for by rules and regulations of the Board.
- C. Any Administrator of the Rochester Community Schools who meets the qualifications shall be eligible to apply for a sabbatical leave. The administrator may apply for a sabbatical leave subject to the following conditions and requirements:
1. The applicant must have completed seven (7) consecutive years of satisfactory service as a full-time employee for the Rochester Community Schools.
 2. Subsequent sabbatical leaves may be authorized after eligibility has been re-established by service of an additional seven (7) years of satisfactory service as a full-time employee.
 3. A maximum of two (2) semesters per year, not to exceed one (1) member may be granted a sabbatical leave each year.

SABBATICAL LEAVES (continued)

4. A sabbatical leave may be granted for a period of not less than one (1) full term or semester; not more than two (2) consecutive semesters or three (3) consecutive terms.
 5. As a condition of receiving final approval for a sabbatical leave, the administrator shall file with the Secretary of the Board of Education, a written agreement stipulating that he/she will remain in the service of the Rochester Community Schools for a period of three (3) years after the expiration of said leave.
 6. An administrator will not be granted more than two (2) years of sabbatical leave (equivalent to a maximum total of 104 weeks) and a minimum of seven (7) years must elapse between the first and second leave.
- D. The following additional conditions shall prevail with reference to applications for sabbatical leave:
1. Approval of a sabbatical leave by the Board of Education shall be contingent upon securing a qualified employee to assume the applicant's duties.
 2. A sabbatical leave, once granted, may not be terminated before the date of expiration except as otherwise provided, or as otherwise agreed upon by the Superintendent and the Board of Education.
 3. The Board of Education reserves the right to reject any or all requests for sabbatical leaves of absence.
 4. Application for a sabbatical leave shall be made in writing no later than March 1, preceding the school year for which the leave is desired. The application must be accompanied by a statement of a well-conceived plan for spending the leave in a manner calculated to contribute to the professional effectiveness of the applicant and to the best interests of the District. Said application shall contain a detailed analysis of the program the administrator plans to pursue during his/her absence. No changes in this program shall be made without the knowledge and consent of the Superintendent.
 5. In determining his/her recommendation on requests for sabbatical leave, the Superintendent will consider the following items:
 - a. The extent of the applicant's professional study, growth, contributions and successful service during the preceding seven (7) years.

SABBATICAL LEAVES (continued)

- b. The extent to which plans submitted for use of time while on leave are definite and educationally constructive.
 - c. Potential benefit to the District.
 - d. Length of period of uninterrupted service in the Rochester Community Schools
 - e. Order in which applications are received.
- E. Requirements and status while on sabbatical leave are defined as follows:
- 1. The compensation for the administrator on sabbatical leave shall be one-half (1/2) of the administrator's base salary he/she would received if on active staff status for the period in which the leave is effective.
 - 2. Payment of salary to an administrator on sabbatical leave shall be made in accordance with the provisions of the Board for payment of salary to the members of the administrative staff.
 - 3. Hospitalization for the administrator on sabbatical leave will be in accordance with this personnel manual.
- F. Sabbatical leaves may be granted for the following purposes:
- 1. Work on advanced degrees.
 - 2. Independent research which must be under the supervision of the School District or an accredited college or university.
 - 3. Any other reasons, as appropriate.
- G. An administrator on sabbatical leave shall furnish as many reports as the Superintendent deems necessary or reasonable to determine that the administrator is fulfilling the agreement and all the requirements of the leave. In the event that the Superintendent will find that the administrator is not fulfilling the agreement or is dilatory in any respect, the entire sum paid to the administrator by the Board shall become due and all future payments shall cease. An administrator shall not be considered as having completed the requirements of the sabbatical leave until a final report has been approved by the Superintendent. At his/her discretion, the Superintendent may require proof that the program as outlined by the administrator has been followed. When approved by the Superintendent, these final reports shall be transmitted to the Board of Education.

SABBATICAL LEAVES (continued)

- H. Status upon returning from sabbatical leave.
1. At the expiration of a sabbatical leave, highest consideration will be given to restore the returning administrator to original or a comparable position.
 2. Each administrator must agree to return to service in the Rochester Community School District immediately upon termination of sabbatical leave and to continue in such service for a period of three years, unless physical disability makes this impossible or there is mutual agreement to the contrary. A signed agreement in the format of a promissory note shall stipulate that the failure of the administrator to provide such service shall result in the obligation to reimburse the District a proportional part of the salary paid to him/her during sabbatical leave determined by the fraction of the three years not served following leave. This indebtedness is to be discharged within a period of one (1) year. The provisions of this paragraph may be waived at the discretion of the Board of Education.
- I. Miscellaneous:
1. A sabbatical leave will be automatically terminated should the grantee be placed upon a probationary academic status by his/her college or university.
 2. The administrator on sabbatical leave shall not accept outside employment while on such leave, which will interfere with his/her planned program.
 3. During the sabbatical leave, the administrator shall not be allowed to hold any full-time, paid position unless approved by the Superintendent. However, this section shall not be construed to deny any administrator the right to fellowships, grants-in-aid or other scholastic stipends.

LEAVES OF ABSENCE WITH PAY

- A. All administrators regularly employed by the District shall be allocated thirty (30) sick leave days at the beginning of the contract year. Sick leave is not cumulative. Prior accumulated sick leave, which has been recorded in individual personnel files may be used if the thirty (30) days of sick leave are exhausted.
- B. In the event of illness of an administrator for five (5) days or more, the Board may require a doctor's verification of illness.

LEAVES OF ABSENCE WITH PAY (continued)

- C. "Sick leave" is defined to mean absence of the administrator because of personal disability due to illness or injury, or because of exclusion from work on account of contagious disease or quarantine from such disease.
- D. The Board may require any administrator to submit to a physical, psychological or psychiatric examination. If the choice of the examiner is not agreeable to both the Board and the administrator involved, the Board and administrator shall mutually agree to a qualified examiner from a list of three (3) provided by the Board. The cost of this (these) examination(s) will be paid by the Board.
- E. All administrators may use sick leave for illness, or illness in the immediate family. The immediate family is interpreted as husband, wife, son or daughter, parents or dependents. A maximum of five (5) sick leave days may be used each year for death in the immediate family or of a close relative. Such leave will be charged against the employee's sick leave. A maximum of five (5) sick leave days may be used for illness in the immediate family.
- F. Upon approval of the Superintendent or his/her designee, no more than three (3) days of accumulated sick leave may be used annually for approved leave. Approved leave may mean an activity that requires his/her presence during the school day and is of such a nature that it cannot be attended to at a time when school is not in session.
- G. Leaves of absence with pay but not chargeable against the administrator's sick leave shall be granted for the following reasons:
 - 1. The School District shall pay any administrator called for jury duty the difference between the amount received from jury duty and the regular payroll amount if either the administrator or the Superintendent is unable to have the administrator excused from this duty.
 - 2. Court appearance as a witness in any case connected with the administrator's employment by the school, or whenever the administrator is subpoenaed to represent the Rochester Community Schools at such proceedings.
 - 3. Visitation at other schools or for attending education conferences or staff development upon approval.
 - 4. Selective service physical examination.
- H. Any request for an approved leave day, as well as any other request for leave, must be requested in writing (at least one (1) week in advance) and such leaves must have prior approval from the Superintendent or his/her designee before being granted.

LEAVES OF ABSENCE WITH PAY (continued)

- I. Only personal illness or a physical disability rendering one unfit for performing his/her responsibilities and/or emergency medical procedures are covered by the sick leave policy. Pregnancy--related disability shall be treated the same as any other disability.
- J. An approved leave day will not be granted the last scheduled workday immediately before and the first scheduled workday immediately after a holiday or vacation period, as well as the first and last days of the school year. An exception to this rule may be granted by the Superintendent/designee.
- K. If an illness occurs on the day before or after a holiday or vacation period, the administrator may be requested to present a doctor's statement to the Superintendent or his/her designee upon his/her return.
- L. An administrator who received a jury duty interview and appearance notice must notify the Superintendent within one (1) workday of such notice. To be eligible for jury duty pay differential, the administrator must furnish the employer with a written statement from the appropriate public official listing the amount and the dates he/she received pay for jury duty.
- M. Any administrator in the military reserve who is assigned active duty for training purposes or emergency duty (few weeks duration) during the regular work year must notify the Superintendent within one (1) workday of notification of such assignments.

To be eligible for the pay differential consideration, the employee must furnish the employer with a written statement from the appropriate military official listing the amount and the dates he/she received pay for military duty.

- N. Each administrator is eligible for up to three (3) incentive days each year. An incentive day may be used without specification. Applications must be made at least five (5) days prior to the day of leave except in cases of emergency. All incentive days used will be deducted from the member's Sick bank.

Not more than three (3) members will be excused under this Section on any given day District-wide. Priority will be established by order of receipt of the request in the Human Resources Office.

BENEFIT PROTECTION

A. HOSPITALIZATION - HEALTH INSURANCE

Information on specific coverage and options will be covered in a separate document and distributed to eligible employees during Open Enrollment each year. Employees will have the choice of 1 of 3 Blue Cross Community Blue PPO Plans. Contact the Benefits Office for further information. Effective January 1, 2013, eligible full-time employees will receive coverage under Alternative 2 only. This plan is a Blue Cross/Blue Shield PPO plan with a \$250 single and \$500 family in-network deductible, 80% co-insurance and a \$1000/member and \$2000 family annual out-of-pocket maximum. There is a prescription drug co-payment of \$5 for generic and \$35 for name brand drugs.

Dependents are covered through their 26th birthday in accordance with the Affordable Care Act of 2010.

Administrators electing hospitalization coverage shall make monthly contributions toward the cost of that hospitalization coverage in the amount of twenty percent (20%) of the cost of that hospitalization coverage through payroll deduction, beginning July 1, 2013.

The Board may take any action in compliance with Michigan Public Act 152 of 2011, and payroll deductions are authorized for this purpose. In the event that Public Act 152 of 2011 is repealed, or declared unconstitutional or legally not effective by a court or administrative agency, employees taking hospitalization through the School District shall continue to make the monthly contributions toward the cost of that hospitalization coverage in the amount of twenty percent (20%) of the cost of that hospitalization coverage as defined in Public Act 152.

B. HEALTH REIMBURSEMENT ACCOUNT

For those employees who choose the Health Plan "Base Plan" or the Health Plan "Alternate 2", the Board will deposit monies in a Health Reimbursement Account (HRA) for each eligible administrator as defined under Section 105 (h) of the Internal Revenue Code. For those employees who choose the Health Plan "Alternate 1", there shall be no Health Reimbursement Account (HRA) benefit. Effective January 1, 2013, eligible full-time employees will receive coverage under the Alternative 2 plan only.

BENEFIT PROTECTION (continued)

Through December 31, 2012, Administrators with a one-person benefit plan will have \$300 deposited each calendar year. Administrators with a two-person benefit plan will have \$500 deposited each calendar year. Administrators with a full family benefit plan will have \$700 deposited each calendar year. The HRA will operate on a calendar year (January to December). Administrators becoming eligible for this benefit during the year other than January 1st will receive a pro-rated amount based on the number of months of coverage eligibility.

Effective January 1, 2013, Administrators with a one-person benefit plan will have \$500 deposited each calendar year. Administrators with a two-person benefit plan will have \$750 deposited each calendar year. Administrators with a full family benefit plan will have \$1,000 deposited each calendar year.

If there are remaining funds in the Administrators' HRA at the end of the calendar year, one-half of the remaining HRA balance will be carried over to the next calendar year, not to exceed \$1,200.

The HRA can be used to reimburse Administrators for eligible medical expenses, as defined by Section 105 (h) of the Internal Revenue Code. If an Administrator contributes to a Section 125 Plan, their Section 125 Plan monies must be used before an Executive Administrator can be reimbursed under the HRA.

Administrators who retire, resign, or eligible dependents of members who die, will continue to have access to the HRA money in their account at the time of leaving the District, for three years after their date of leaving. Retirees may submit the cost of their MPSERS health, dental, and/or vision insurance reimbursement from their monies remaining in their HRA.

C. HOSPITALIZATION OPTION

If the executive administrator does not have hospitalization benefits through the Board, the executive administrator will receive a payment in lieu of medical insurance which may be taken in cash or used to purchase a tax deferred annuity. The annuity amount shall be equal to the payment in lieu of medical insurance provided to REA or RAA members for the year, whichever is greater. The annuity will be selected by the executive administrator from among the Board approved carriers. The payment will be made in January and June.

BENEFIT PROTECTION (continued)

D. LIFE BENEFIT

A term life policy with an AD&D rider double the annual salary rate.

E. DENTAL BENEFIT

The Board will provide each administrator and each member of the administrator's family with a dental policy that provides 100% of Type A coverage, 80% of Type B coverage, and 60% of Type C coverage; or P.P.O. coverage.

F. VISION INSURANCE

Beginning February 1, 2013, or as soon as possible thereafter, the Board will provide a Blue Cross Blue Shield Vision insurance plan.

G. DISABILITY BENEFIT

After one year to age of seventy (70), the administrator will be covered by a long term disability policy at 66-2/3 benefit rate with an \$8,000 per month maximum payment.

H. FRINGE BENEFITS CONTINUATION

In the event of an administrator's death, all salary and fringe benefits will continue for three months. The salary will be paid to the beneficiary indicated on the term life policy.

I. AUTOMOBILE LIABILITY BENEFIT

Liability for personal cars used by the administrators while on authorized school business will be provided.

J. LIABILITY BENEFIT

Each administrator employed by the Board will be provided liability coverage. This policy will cover each administrator while they are on duty with the Rochester Community Schools.

BENEFIT PROTECTION (continued)

- K. The benefits shall begin when the administrator has properly completed the necessary forms and actually begins employment. Such benefit shall terminate when the administrator terminates his/her employment.
- L. If the administrator's spouse has or is eligible for any type of fully paid, full-family hospitalization coverage which is equal to or better in coverage than that offered by the Rochester Community Schools in "A" above, the administrator involved will not be eligible for full-family hospitalization coverage with the Rochester Community Schools. Equality of policy, if questioned, will be determined by a Benefits Committee composed of one (1) administrator representative appointed by the Administrator, one (1) administrator appointed by the Superintendent, and one (1) Board member appointed by the President of the Board of Education. In all cases, the determination of this Committee will be final and non-grievable. Questions of policy must be submitted by October 1 of each school year.
- M. Upon termination of an administrator's contract with the Board, the administrator's health, long-term disability, and dental benefits as described above will cease to be paid by the Board.
- N. The benefits stated above shall be by way of a fringe benefit with no cash reimbursement for those employees who do not qualify for hospitalization.
- O. The Board, by payment of the premium is required to provide the coverage set forth in the Manual, shall be relieved from all liability with respect to the benefits provided by the coverage as described above. The failure of a company to provide any of the benefits which it has a contract, for any reason, shall not result in any liability to the Board, nor shall such failure be considered a breach by either of them of the obligation.
- P. Subject to the terms of the contract with the respective carriers, it is the intent of the parties that benefits provided for in this Manual shall commence on the first compensable working day of the administrator and that coverage shall remain in effect continuously as long as the administrator is actively employed by the Board.
- Q. If an administrator exhausts his/her personal sick leave bank, he/she will be paid 75% of his/her regular daily rate for up to one year (365 calendar days) for personal illness.

BENEFIT PROTECTION (continued)

- R. The Board of Education will compute a retiring administrator's unused days as the difference between 180 days and then number of days of absence of the administrator for personal illness during the twelve calendar month prior to retirement.

COMPENSATION

A. MILEAGE

1. Each administrator will be paid for travel while working for the District in the tri-county areas at the Internal Revenue Service Mileage Rate.
2. Travel, while working for the District outside of the tri-county area, will be paid at the IRS rate upon submission of a travel statement.
3. The mileage rate will be adjusted annually on July 1. The rate to be paid will be set at the IRS mileage rate.
4. Each administrator will have the option of receiving travel reimbursement as described in A.1. above, or of selecting a fixed monthly allotment. Such allotments will be paid in accordance with those stipulated in the administrative report of October 22, 1980 modified to reflect the current Internal Revenue Service rate as described in paragraph three above.

B. SICK LEAVE BANK

Administrators will be allowed service credit for unused sick leave days for retirement purposes, if the Michigan Public Schools Retirement Law is changed to allow this credit at the rate of twelve days per year up to 180 days.

C. LEAVE OF ABSENCE WITH PAY

Upon approval of the Superintendent or his/her designee, no more than three (3) days of accumulated sick leave may be used annually or approved leave. Approved leave may mean an activity that

COMPENSATION (continued)

requires his/her presence during the school day and is of such a nature that it cannot be attended to at a time when schools are not in session.

D. INCENTIVE DAYS

Each Director is eligible for up to three (3) incentive days each year. An incentive day may be used without specification. Applications must be made at least five (5) days prior to the day of leave except in cases of emergency. All incentive days used will be deducted from the member's sick bank.

E. LONGEVITY PAYEMENTS

Longevity payments shall be made annually in addition to the basic administrator's contract. Prior experience in another district, or with another employer in a similar capacity, will count as Rochester experience on a matching year basis. Longevity payments for Directors hired January 1, 2013 and thereafter, shall only include Rochester Community Schools' experience.

<u>Years</u>	<u>Amount</u>
8 - 9	\$1,765
10 - 14	\$1,965
15 - 19	\$2,165
20 - 24	\$2,365
25 +	\$2,565

F. EARLY RETIREMENT INCENTIVE

1. In order to be eligible for benefits under this program, an administrator must have been employed for at least ten (10) years by the Rochester Community Schools or be on the final step of the appropriate salary scale, be fifty (50) years of age or older, and have a longevity date of September 1, 1987 or prior. Persons who are eligible for this program may choose either this program or the Retirement Payment outlined in Section E below.
2. Persons retiring due to a medical disability which qualifies them for benefits from Workers Compensation or any Board provided disability benefit are not eligible to qualify for benefits under this plan.

COMPENSATION (continued)

Once a person is receiving benefits through the Early Retirement Incentive Plan, no subsequent disability will affect those benefits.

3. In order to qualify for a full year of benefits, an administrator must cause his/her retirement to become effective between the end of one school year and the beginning of the next year. Benefits will be prorated for an administrator retiring other than in this manner. Written notification of intent to retire must be given to the Superintendent/designee at least three (3) months prior to retirement. This three month notice may be waived due to extenuating or unusual circumstances, which have prevented the person from making the decision prior to the three month deadline.
4. Those persons qualifying for benefits under this plan will receive them on a monthly payroll check starting in September and terminating in August.
5. An administrator must be employed by the Rochester Community Schools on the last working day prior to date of retirement.
6. Once an administrator retires under this Early Retirement Incentive Plan, the benefit may not be withdrawn because of a subsequent negotiation of the Personnel Manual.
7. An administrator retiring under this Early Retirement Incentive Plan will have his/her benefit reduced by any amount he/she receives as an unemployment compensation benefit from the Rochester Community Schools.
8. Retirement as used in this article shall mean termination of active employment with the Rochester Community Schools.
9. The monthly benefit paid to the retiring administrator under this plan will be calculated by multiplying twenty (\$20.00) times the number of years of service in education. (Cap at thirty (30) years.) To be counted as a year of service, the administrator must be actively at work or drawing sick leave. Leaves of absence without pay will not count as years of service. (Years of service will be calculated by using all Rochester years of service and years of service in a

COMPENSATION (continued)

similar capacity. Years of service brought to the District cannot exceed the years of service in Rochester.)

10. The monthly benefit will start in September of the year the administrator retires and is at least fifty (50) by September 1st. The monthly benefit will terminate in August of the year the administrator is sixty-five (65) by
11. August 31 or the administrator has received 120 monthly checks, whichever comes first.
12. The monthly benefit will be paid to the employee. In the event of the death of the employee, the monthly benefit will be paid to the beneficiary as designated by the administrator.

G. RETIREMENT PAYMENT

In lieu of the Early Retirement Incentive program described in Section D above, a retiring Administrator with at least ten (10) years of service to Rochester Community Schools, a minimum of five (5) years serving as an Administrator, and who is eligible for retirement benefits according to the rules of the Michigan Public School Employees Retirement System (MPERS) will receive the following based on actual years of service to Rochester Community Schools.

<u>Years</u>	<u>Amount</u>
10-14	\$15,000
15-19	\$20,000
20-24	\$25,000
25 +	\$30,000

1. Eligibility for the Retirement Payment will be premised upon receipt by the Human Resources Office of a written resignation from the Administrator and confirmation in writing of eligibility of retirement from MPERS and a retirement application.
2. Written notification of intent to retire must be given to the Superintendent/designee at least three (3) months prior to retirement. This three month notice may be waived due to extenuating or unusual circumstances, which have prevented the person from making the decision prior to the three month deadline.

COMPENSATION (continued)

3. The Administrator may select one of the following or a combination of the following payment options in order to secure the greatest tax benefit:
- Tax Sheltered Annuity
 - One payment during the month of July
 - Two payments - one during July and one during January

H. VACATION

All twelve-month administrators shall be entitled to annual vacation. This vacation may be taken at such times as approved by the Superintendent. It is preferable to have this vacation taken when school is not in session.

<u>Years</u>	<u>Days</u>
0-10	22
11-14	23
15-19	24
20+	25

Vacation days granted during a contract year must be used before January 15 following the contract year or else forfeited. Annually, each administrator must use at least five (5) vacation days during the Winter or Spring vacations. This requirement may be waived by the Superintendent.

I. ADVANCED EDUCATIONAL DEGREES

A stipend for advanced degree work will be added to each administrator's contract amount:

	<u>Amount</u>
MA + fifteen (15) semester hours	\$1,065
Educational Specialist	\$1,365
Ed.D. or Ph.D.	\$1,765

COMPENSATION (continued)

Hours must be those hours taken beyond the Masters Degree and must be on the graduate level leading towards a degree in an educational field, must be certified by the university and the Superintendent of Schools or his/her designee.

If the administrator has completed some type of alternative education that is relevant to his/her position, the information should be submitted to the Superintendent for verification and approval.

J. TAX SHELTERED COMPENSATION

The District will pay an annual amount of \$4,015.00 into the Special Pay Plan (401a). The plan will be subject to the following restrictions:

1. The District will pay the full amount of the tax-sheltered income on a payroll check prior to November 1, when possible, of each school year.
2. The Administrator must use the Special Pay Plan (401a) provided by the District. No options will be considered.
3. Administrators on a leave of absence, for any reason, will not receive this benefit while on leave.
4. The District will be responsible for assuming the additional cost toward state retirement.

K. TERMINAL LEAVE PAYMENT

In recognition of service to the District, a terminal leave payment of three hundred fifteen (\$315) dollars per year of service to Rochester Community Schools will be paid to a Director upon severance of employment. To be eligible, the employee shall have been employed by the District for at least five (5) years and be retiring, or be employed by the district for ten (10) years if resigning. The maximum payment for this provision is \$7,500.00.

COMPENSATION (continued)

L. The following are paid holidays for all administrators:

January 1	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	December 24
July 4	December 25
Labor Day	December 26
Floating Holiday	December 31

The Floating Holiday will be set annually by the Administration Center Team.

M. SALARY SCHEDULE

Base salary is set as follows:

<u>Year</u>	<u>Amount</u>
2012/2013	\$117,923 - \$123,946

MISCELLANEOUS

A. CONTRACT

The first two (2) years of employment will be annual contracts. After a two-year probationary period, the Board of Education may approve a three-year contract.

B. SERVICE CLUBS

The dues for a service club will be paid by the Board if the club is approved by the Superintendent/designee. The payment of dues is limited to \$300.00.

C. PROFESSIONAL MEMBERSHIPS

The Board of Education will pay for no more than two memberships in local, state, or national associations for each administrator covered by this manual. The associations are to be selected by the administrator and shall be applicable to the administrator's position in the district. These fee payments will not include the cost of any group life or hospitalization, and the Board will not provide payment for liability offered by these associations.