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ADMINISTRATIVE BENEFIT ENTITLEMENT

- A. The administrative benefit system is prorated for an administrator working less than full time (i.e. twelve (12) months and forty (40) hours per week) unless specifically provided otherwise.
- B. The payment plan is for twenty-six (26) payments during the course of a work year via direct deposit.
- C. Administrators will be provided with an online payroll deduction slip, each paycheck showing total gross earnings, itemized deductions, and net earnings for the pay period.
- D. Reimbursement for approved administrator travel will be at the federal rate as of January 1 of each year per mile.
- E. Direct deposits of paychecks will be mandatory for all administrators.

WORK YEAR

- A. The work year of Administrators will be as follows:
 - 1. The work year of Administrators will be on a twelve (12) month or ten (10) month basis between July 1 – June 30. Each full-time twelve (12) month Administrator will be allowed thirty-three (33) days of vacation (unless otherwise specified in an individual administrator contract).
 - 2. If vacation time has not been used, the Administrator may sell up to fifteen (15) days back to the School District at the end of each fiscal year.
 - 3. The Administrator may carry over up to fifteen (15) days of vacation time.
 - 4. Administrators will get vacation time due if they retire, resign, or are laid-off. In the event of death the vacation pay will be paid to the estate of the Administrator.
 - 5. Administrators may take vacation days while school is in session subject to approval of the Superintendent of Schools.
 - 6. For the purpose of this policy, the following days will be considered holidays for full-year employees. Holidays occurring on Saturday will be celebrated on Friday, and holidays occurring on Sunday will be celebrated on Monday. If school is in session on Friday or Monday, Administrators will be granted a floating holiday. The day before Christmas and/or day before New Years that falls on a Saturday or Sunday will be granted as a floating holiday, other than when school is in session. If the day before Thanksgiving or New Years is a school day the Administrator must work the day. If the day is a non-school day the Administrator will have the full day off with pay.

New Year's Day	Independence Day	Day Before Christmas
Martin Luther King Day	Labor Day	Christmas Day
President's Day	Columbus Day	Good Friday
Veterans Day	Patriot's Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving	Juneteenth

- 7. Administrators who commit time working for the Gateway District that is clearly above and beyond normal professional obligations may receive compensatory released time at the discretion of the Superintendent of Schools.
- 8. The Committee recognizes the need to provide Administrators with adequate opportunity to develop curriculum and learning improvement programs. It is agreed that individuals may receive

compensatory released time at the discretion of the Superintendent of Schools. The duration of the release shall be appropriate to the need.

9. Administrators shall be allowed to accumulate unused or unredeemed vacation days up to a maximum of fifty (50) days.

DEDUCTIONS

- A. The Committee agrees to authorize the Treasurer to make the following deductions when properly authorized by the individual Administrator:
 1. Deductions other than for life insurance and tax annuities shall be made equally in each of the first two paychecks of the month.
 2. Payments will be made to the Polish National Credit Union by the District Treasurer within seven (7) working days of the withholding. Changes in deductions requested by the employee will be limited to September and January. This does not preclude the individual from making a change in the event of an emergency.
 3. Health insurance program deductions will be made in the amounts determined by this Agreement.
 4. Tax Sheltered Annuities will be deducted in accord with individual annuity contract. Newly hired administrators must select among the three (3) offered annuities with the largest number of participation.
 5. All Administrators shall be eligible to participate in the school system's 403(b) plan.
 - a. The Gateway District shall annually contribute up to two (2) percent of the Administrator's salary to their plan if the administrator contributes a matching amount. This sum shall be in addition to, and not deducted from, the salary paid to the Administrator.
 - b. An administrator may contribute more money to the plan if the Administrator so chooses, but the Gateway District will only match the annual contribution equal to the first two (2) percent of the Administrator's salary.
 - c. Administrators must complete five (5) years of service as an administrator in the district before vesting in the 403(b) plan. An Administrator with less than five (5) years of service as an administrator in the district who leaves the system shall only recover their 403(b) contributions. An Administrator with five (5) or more years of service as an administrator in the district (i.e. is vested) who leaves the system shall recover all 403(b) contributions made by them and the Gateway District.

SICK LEAVE

- A. Full-year employees will be entitled to (20) days sick leave each contract year, accumulative to two hundred twenty-five (225) days. Those administrators that work less than a full year will be entitled to (15) days sick leave each contract year, accumulative to two hundred (200) days.
- B. At the end of each school year the Committee will make the following payments to Administrators who have used no more than the following number of sick leave days:

<u>Sick Leave Days</u>	<u>Payment</u>
0	\$500
1	\$400
2	\$300

- C. Administrators shall be informed at the beginning of each contract year as to the number of sick leave days they have accumulated.
- D. The School Committee may allow sick leave beyond the above limits.
- E. Retirement
 - a. After thirty (30) years of all service in any capacity within the system or any school now in the system, an Administrator, upon retirement from Gateway, or upon their death, their estate shall be paid for accumulated unused sick leave up to a maximum of seventy-eight (78) days.
 - b. After twenty-five (25) years of all service in any capacity within the system or any school now in the system, an Administrator, upon retirement from Gateway, or upon their death, their estate, shall be paid for accumulated unused sick leave up to a maximum of seventy (70) days.
 - c. After twenty (20) years of all service in any capacity within the system or any school now in the system, an Administrator, upon retirement from Gateway, or upon their death, their estate shall be paid for accumulated unused sick leave up to a maximum of sixty-two (62) days.
 - d. After fifteen (15) years of all service in any capacity within the system or any school now in the system, an Administrator, upon retirement from Gateway, or upon their death, their estate shall be paid for accumulated unused sick leave up to a maximum of forty-seven (47) days.
 - e. If an Administrator retires from Gateway with accumulated sick time the Administrator will receive 3 days pay for each year of service in any capacity to the extent that sick leave has been earned through 14 years of service. After 14 years of service the above pay system will be applied.
- F. The School Committee authorizes the establishment of a Sick Leave Bank to be maintained under the following conditions:
 - 1. Administrators who wish to participate do so by donating three (3) days of their sick leave to the Bank prior to September 15 or within fifteen (15) days of their employment.
 - 2. Only those who join in accordance with section 1 above will be permitted to draw from the Bank, and then only when their total sick leave days are exhausted.
 - 3. Unused Sick Leave Bank days will be allowed to accumulate annually to a maximum of ninety (90) days. Three (3) days for each new member after the first year can be contributed to the Bank and to increase the bank limit by that amount. Once the bank returns to its original limit, it will stay there.
 - 4. The Sick Bank Committee shall be composed of two Administrators, the Superintendent of Schools and one School Committee member.
 - 5. The Sick Bank Committee shall establish rules and regulations of procedures to govern operations of the "Bank". Decisions of this Committee shall be final and binding, and not subject to arbitration.
 - 6. No payment for "Sick Bank" days will be made except on the regular monthly warrant, which is approved by the School Committee.

TEMPORARY LEAVES WITH PAY

Administrators will be entitled to the following leaves of absence with pay, in addition to any sick leave to which the Administrator is entitled, provided reasonable notification is given to the Administration.

- A. Two (2) days for personal reasons with notice given the Superintendent or one's immediate supervisor at least twenty-four (24) hours in advance of leave, except in cases of emergency.

At the end of each school year administrators with unused personal days will be compensated at a rate of one hundred dollars (\$100) per unused day.

- B. Up to five (5) days at any one time, to arrange for and attend a funeral in the death of the Administrator's spouse, partner, parent, step-parent, legal guardian, child, step-child and up to three (3) days at any one time to arrange for and attend the funeral in the event of death of the administrator's brother, step-brother, sister, step-sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparents and grandchildren.

Similar leave of one (1) day will be granted in the event of the death of other members of the Administrator's family including aunt, uncle, niece, nephew, and 1st cousin. In the event of death of other persons as close as family, one (1) day may be granted at the discretion of the Superintendent of Schools.

- C. Such time as is necessary to comply with Selective Service Examinations and Reserve Duty in the Armed Forces.
- D. At least one day each contract year for the purpose of visiting other schools or attending meetings or conferences of an educational nature, subject to the approval of one's immediate supervisor.
- E. Administrators will receive up to three (3) days leave of absence each school year with pay for religious purposes. Such leave is to be in addition to any other leave provisions contained herein.
- F. The Committee agrees to make up the difference in an Administrator's wages between normal pay and compensation for jury duty, exclusive of travel or other allowances.

LEAVES OF ABSENCES WITHOUT PAY

All leaves of absences without pay imply that if the Administrator is to return to the system, there must be a vacancy that the Administrator is qualified to fill.

- A. A leave of absence of up to one (1) year may be granted to any Administrator, after three (3) years of continuous employment within the system. Accrued benefits, including unused sick leave, will be restored to them upon their return and such Administrator will be returned to a substantially equivalent position. Benefits will not accrue during the leave of absence.
- B. Other leaves of absences without pay may be granted by the School Committee.
- C. FMLA/MPLA - The Committee shall abide by the provisions of the Family Medical Leave Act (FMLA) and M.G.L. c. 149 § 105D (the so-called Massachusetts Parental Leave Act (MPLA)). The Committee's policies regarding the above-referenced laws will be posted in each administrative office.

Leaves eligible under FMLA and MPLA shall run concurrently with any contractual leave, and the more liberal of the provision shall apply.

- D. All requests for extension or renewal of leaves will be applied for and granted in writing.

SABBATICAL LEAVE

Upon recommendation by the Superintendent of Schools, sabbatical leaves may be granted for purposes of study or research to members of the administration by the Committee subject to the following conditions:

- A. No more than one (1) member of the administrative staff will be absent on sabbatical leave at any time.
- B. Requests for sabbatical leave must be received by the Superintendent of Schools, at a date no later than November 1 of the year prior to the commencement of the sabbatical leave.
 - 1. Action must be taken on all such requests no later than May 1 of the school year preceding the school year for which the sabbatical leave is requested.
- C. The administrator must have completed at least seven (7) consecutive full school years of service in the system.
- D. Administrators on sabbatical leave will be paid at fifty (50) percent of their regular salary rate for one year, provided that such pay, when added to any program grant, will not exceed the regular salary rate.
- E. The administrator will agree to return to employment in the Gateway School System upon completion of the sabbatical leave for two (2) full years in the event of a year's sabbatical leave. The Administrator will agree to return to employment for one (1) full year in the event of a sabbatical leave of less than one (1) year. In the event the Administrator does not fulfill this requirement, the Administrator will refund the District the proportionate part of the salary which the Administrator actually received while on sabbatical leave. This repayment will be made in a time period not to exceed that of the sabbatical leave.
- F. Upon return from sabbatical leave, the Administrator will be considered as though the Administrator was actively employed by the Committee during the leave time and will be placed on the salary schedule at the appropriate step for their training and experience.

INSURANCE

- A. The Committee authorizes seventy percent (70%) of the premium payment of the Blue Cross/Blue Shield P.P.O. plan of the type presently available to administrators. The employer contribution to the H.M.O. plan will be seventy-five percent (75%) with the employee contributing the remaining twenty-five (25%).

Health Insurance for Retirees: Employees, as of September 1, 1996, will be entitled to participate in the District's offering of group health insurance for retirees. The plan will commence on August 31, 1999, and the employer contribution will be 50% of the premium with the employee contributing the remaining 50%. If the employee is not on the District's health insurance plan at the time of the retirement, the Administrator will not subsequently be able to participate in the retiree health insurance plan. A surviving spouse of a retiree may continue on the group health insurance plan provided the surviving spouse contributes 100% of the cost of the premiums until such time as the surviving spouse is eligible for social security benefits.

When the employee is eligible for Social Security benefits, the employee will no longer be able to participate in the District's health plan offering for retirees. At this time the employee will be eligible to receive from the District a 50% contribution of the premium for any supplemental coverage including Medex Gold. A surviving spouse who seeks supplemental coverage, including Medex Gold, will be required to pay 100% of the premium cost.

- B. The Committee authorizes seventy-five (75) percent of term life insurance, death and dismemberment of the type presently available to administrators.
- C. In the event a premium refund or rebate is received from the health insurance plan, it shall be distributed as follows:

1. The first five (5) percent shall be retained by the Committee to cover administrative costs.
2. The percentage of the premium cost normally paid by employees (i.e. 30% P.P.O., 25% H.M.O), after the five (5) percent reduction, shall be paid in equal shares to all Gateway employees enrolled in the current health insurance plan based on their membership.
3. The percentage of the premium cost normally paid by the Committee (i.e. 70 % P.P.O., 75% H.M.O.) shall be retained by the Committee.
4. Health Insurance Committee: There shall be a health insurance committee that shall meet at least annually with the School Committee to discuss health insurance plans and options.

INDEMNIFICATION

- A. Administrators will report, as soon as possible, all cases of assault suffered by them in connection with their employment to the Superintendent of Schools.
- B. Whenever an Administrator is absent from school as a result of an accident or injury arising out of and in the course of employment the Administrator will, if all conditions are met, be paid their full salary less any amount paid under Workers' Compensation, in accordance with Chapter 152 s. 69 of the General Laws of Massachusetts.
- C. The Committee will reimburse Administrators for:
 1. Clothing or personal property damaged or destroyed will be reimbursed subject to a \$100 deductible for each incident if not covered by other employee coverage.
 2. The cost of medical, surgical or hospital service incurred as the result of an injury sustained in the course of their employment will be paid in accordance with the provision of worker's compensation insurance.

If a civil proceeding or criminal complaint is brought against an Administrator alleging that the Administrator committed an assault in the course of their employment, the Committee will furnish legal counsel to defend them unless their action was willful, wanton, malicious or otherwise removed from indemnification under Chapter 258, Section 9 of the General Laws of Massachusetts.

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. The Committee recognizes and encourages participation at conferences and conventions. Attendance at conferences and conventions must be approved by the Superintendent of Schools or their designee.
- E. All Administrators will have the right to discuss their evaluation report with the Superintendent. Observations of the work performance will be conducted openly on all Administrators and copies of the evaluation reports will be furnished to the Administrator evaluated.

CRIMINAL OFFENDER RECORD INFORMATION CHECKS

The following applies to criminal offender record information ("CORI") checks pursuant to Chapter 385 of the Acts of 2002:

- a. CORI checks will be conducted once every three (3) years for employees covered by this Agreement, or more often with reasonable cause. In addition, CORI checks will be done prior to employment.

- b. A copy of a CORI report will be available to the employee. If the CORI report shows any activity, a copy will be sent to the employee.
- c. All CORI reports will be maintained in the Superintendent's office in separate confidential files.
- d. The Superintendent or other administrator in their central office designated by the Superintendent will be the only persons authorized to request CORI checks.

Any disciplinary action taken as a result of CORI checks will be in accordance with this Agreement and/or law.

Criminal record checks will also include fingerprint based criminal record checks as required by M.G.L. c. 71 § 38R, as amended by H.B. 4307, § 7.

STIPENDS

Administrators who are required to mentor other administrators will be paid the following stipend:

2021-22 Mentor Stipend - \$1,329
 2022-23 Mentor Stipend - \$1,362
 2023-24 Mentor Stipend - \$1,396

LONGEVITY

The parties agree to an annual longevity schedule, based upon continuous service in the Gateway School District as follows:

6 continuous years of service to 10 years of service	\$2,700
11 continuous years of service to 15 years of service	\$3,100
16 continuous years of service to 20 years of service	\$3,600
21 or more continuous years of service	\$4,100

EDUCATION

Upon obtaining advanced graduate credit after being hired as an administrator in the Gateway Regional School District, the following increases in salary will be provided:

Master's = \$3,500	C.A.G.S. = \$5,000	Doctorate = \$6,500
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Approval for the degree program must be secured in advance by the Superintendent. Proof of receiving the earned degree must be provided before salary increases are processed. Administrators must notify the superintendent in writing by December 1 of each year preceding that which the Administrator expects the change in education status to be eligible for this payment on July 1.

Effective 7.1.21

