

Benefits for Classified Administrators

Classified administrators will receive the following benefits:

Medical and Dental Insurance: The Board will pay up to full family coverage for both dental and medical insurance for each Classified Administrator.

For individuals choosing dental insurance and a high deductible health insurance plan, the difference in the premium value of the lowest deductible major medical insurance and dental insurance chosen, less the premium for the high deductible plan with the same individuals covered, will be paid to a Health Savings Account up to maximums set by the IRS.

For individuals choosing a high deductible health insurance plan and no dental insurance, the difference in the plan value of the lowest deductible major medical insurance and dental insurance, less the premium for the high deductible plan with the same individuals covered, will be paid to a Health Savings Account up to maximums set by the IRS.

The School District Clerk will maintain a spreadsheet with the latest premiums and rates. This spreadsheet is available for review upon request.

Flexible Benefits Plan (IRS Section 125): The District will establish a flexible benefits plan based on Section 125 of the IRS code to pay eligible, non-reimbursable health and dependent care costs. The plan will be administered by an outside carrier based on mutually agreed upon specifications. Participation in the plan by the administration will be voluntary.

Professional Leave: If approved by the Superintendent, professional leave at full salary may be granted to each classified administrator for visitation of other districts, attendance at educational conferences, serving officials, and attendance at professional association conferences. Reasonable expenses will be paid to the administrator using such leave, unless expenses are waived by mutual agreement of the principal and the Superintendent. Such waiver shall be in written form signed by both parties. The Board must give prior approval for out-of-state professional leave.

Life & Disability Insurance: A life and disability insurance program will be available to classified administration. The District will provide a maximum premium currently approved by the Board for all administrators included in the group plan. The Superintendent is included in the group plan.

Sick Leave: Classified administrators shall accrue sick leave in accordance with the provisions of 2-18-618, MCA.

Upon termination a classified administrator with less than 8 consecutive years of service in the District will be paid a lump-sum payment equal to twenty-five percent (25%) of accumulated sick leave. A classified administrator with 8 or more consecutive years of service in the District will be paid a lump-sum payment equal to thirty percent (30%) of accumulated sick leave.

Payment will be made before July 1 of the ensuing fiscal year. Payment will be based on the salary at the time of termination of employment.

Holidays: See Personnel Board Policy #5333

Vacation Days: See Personnel Board Policy #5334

Bereavement and Family Illness: Up to five (5) days per occurrence will be granted at full salary to each classified administrator, for death in the immediate family. In cases of serious illness in the immediate family, five (5) days per occurrence will be granted at full salary. "Serious illness" is defined as illness generally requiring hospitalization. "Immediate family" is defined as the employee and spouse, and their grandparent, father, mother, sister, brother, daughter, or son and grandchild.

Personal Leave: The Superintendent will authorize five (5) days personal leave per school year to each classified administrator, subject to requirements of the job and advance notice of need for such leave. Personal days do not carry over from year to year.

Policy History:

Adopted on: April 28, 2008

Revised on: August 18, 2014

Revised on: March 8, 2021